

# BOARD OF SUPERVISORS

## Brown County



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### EDUCATION & RECREATION COMMITTEE

Jesse Brunette, Chair  
Tim Carpenter, Vice Chair  
Bill Clancy, John Vander Leest, Vicky Van Vonderen

### EDUCATION & RECREATION COMMITTEE

Thursday, July 7, 2011  
Tour of Arena at 5:00 pm  
Meeting at 5:45 pm  
Resch Centre  
1901 South Oneida Street

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of June 2, 2011.
1. **Review Minutes of:**
  - a. Brown County Library Board (May 19, 2011)
  - b. Joint Meeting Listening Session – Brown County Ed & Rec Committee, Neville Public Museum Governing Board and Board of Directors of the Neville Public Museum Foundation (June 14, 2011)
  - c. Neville Public Museum Governing Board (June 13, 2011)

### Parks

2. Budget Status Financial Report for May, 2011.
3. Request to approve park areas open for hunting during the 2011 season.
4. Budget Adjustment (11-77): Increase in expenses with offsetting increase on revenue.
5. Resolution to Approve Entry into a Maintenance Agreement with the Wisconsin Department of Transportation Regarding the Operation of a Bike Trail Along Highways 57 in Brown County.
6. Review and possible changes to the County Park policy regarding launching more than one recreational vessel from a vehicle at County docks and waterways. *Referred to staff at June meeting.*
7. Director's Report.

### Resch Centre/Arena/Shopko Hall

8. Update re: Repair and Maintenance Timeline at the Resch Center (standing item).
9. Complex Attendance for the Brown County Veterans Memorial Complex.
10. Discussion with possible recommendation re: maintenance and future use of Resch Centre, Arena and Shopko Hall.

### Museum

11. Budget Status Financial Report for May, 2011
12. Museum Attendance and Admissions Report for May, 2011
13. Museum Director's Report.

**NEW Zoo**

14. Monthly Financial Report for May, 2011.
15. Budget Adjustment (11-69): Increase in expenses with offsetting increase in revenue.
16. Budget Adjustment (11-74): Increase in expenses with offsetting increase in revenue.
17. Budget Adjustment (11-75): Increase in expenses with offsetting increase in revenue.
18. Zoo Monthly Activity Report.
  - a. Operations Report.
    - i. Admissions, Revenue, Attendance.
    - ii. Gift Shop, Mayan, Zoo Pass, Misc Revenue.
  - b. Education/Volunteer Programs Report.
  - c. Curator's Report.
  - d. Zoo Director's Report.

**Golf Course**

19. Budget Status Financial Report for May, 2011.
20. Golf Course Financial Statistics as of June 19, 2011.
21. Superintendent's Report.

**Library**

22. Budget Status Financial Report for May, 2011.
23. Central Library repair update.
24. Director's Report.

Jesse Brunette, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on June 2, 2011 in Room 200, 305 East Walnut Street, Green Bay, Wisconsin

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**Present:** Jesse Brunette, Bill Clancy, Tim Carpenter, Vicky VanVonderen  
John Vander Leest  
**Also Present:** County Executive Troy Streckenbach, Neil Anderson, Debbie Klarkowski, Lynn Stainbrook, Doug Hartmann, Terry Watermolen, Rolf Johnson, Bill Dowell, Scott Anthes, Lori Denault, Lynn Hoffman, Rick Ledvina

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**I. Call to Order.**

The meeting was called to order by Chairman Jesse Brunette at 5:02 p.m.

**II. Approve/Modify Agenda:**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to move Item 23A to the beginning of the agenda. Vote taken. MOTION APPROVED UNANIMOUSLY**

**III. Approve/Modify Minutes of May 5, 2011 and May 18, 2011.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve minutes. Vote taken. MOTION APPROVED UNANIMOUSLY**

**1. Review Minutes of:**

- a. Library Board (April 21, 2011).

**Motion made by Supervisor Vander Leest, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although shown in the proper format here, Item 23a was taken at this time.*

**Communications**

- 2. Communication from Supervisor Brunette re: For review with possible changes to the County park policy regarding launching more than one recreational vessel from a vehicle at County docks and waterways. Referred from May County Board.**

Jesse Brunette stated that this communication is a result of a phone call he received from a park user concerning boat launch fees.

Assistant Park Director Doug Hartman explained that the current policy is that each watercraft owned by an individual is to have a sticker. The first sticker is purchased for \$30.00 and placed on the boat trailer. If a second watercraft is owned by the same individual, that individual can purchase a second sticker for \$5.00. Residents are allowed to purchase one "second" sticker as long as they provide proof that the second watercraft is registered in their name. If more than two watercraft are owned by an individual, they would then have to purchase a third sticker at full price (\$30.00). A sticker is needed for watercraft hauled on a trailer as well as watercraft that can be carried without a trailer, such as a kayak. The goal is to have people pay for the use of the launch and therefore it does not matter if they back a trailer up to the launch or back up a truck to drop kayaks in.

Chair Brunette stated that the gentleman who brought this forward owns three watercraft and under the current policy he would need to pay \$30.00 for the first sticker, \$5.00 for the second sticker and then \$30.00 for the third sticker. This gentleman is asking the County to consider charging \$30.00 for the first boat and then \$5.00 for each watercraft after that no matter how many additional watercraft there are.

Hartmann indicated that he did check with several other places in the area to see what their policies are. Oconto County charges \$30.00 per trailer with no break for each additional watercraft. Kewaunee and Algoma both charge a fee for the first trailer and then provide additional stickers for additional watercraft at no cost, however, their rate is higher than the rate charged by Brown County. Door County charges \$30.00 for the first watercraft and then half price for each additional watercraft. Hartmann indicated that he rarely receives complaints with regard to Brown County's policy.

Chair Brunette questioned if changing the sticker policy would affect revenue of the Department. Hartman replied that Brown County participates in the annual launch program in conjunction with Green Bay and De Pere and he would like to confer with them before any changes are proposed.

Supervisor Clancy felt that if Green Bay and De Pere are also hearing complaints about the sticker procedure, this should be looked into. However, if this is not an issue that comes up on a regular basis he felt no changes should be necessary. Hartmann will check with Green Bay and De Pere to see if they have heard similar complaints.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to refer to staff and report back after conferring with Green Bay and De Pere. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Supervisor Carpenter arrived at 5:30 p.m.*

### **NEW Zoo**

#### **3. Budget Status Financial Report for April, 2011.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

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**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to suspend rules to take Items 4 through 10 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Budget Adjustment Request (#11-51): Increase in expenses with offsetting increase in revenue.**
5. **Budget Adjustment Request (#11-52): Increase in expenses with offsetting increase in revenue.**
6. **Budget Adjustment Request (#11-53): Increase in expenses with offsetting increase in revenue.**
7. **Budget Adjustment Request (#11-54): Increase in expenses with offsetting increase in revenue.**
8. **Budget Adjustment Request (#11-56): Increase in expenses with offsetting increase in revenue.**
9. **Budget Adjustment Request (#11-57): Increase in expenses with offsetting increase in revenue.**
10. **Budget Adjustment Request (#11-58): Increase in expenses with offsetting increase in revenue.**

**Motion by made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve items 4, 5, 6, 7, 8, 9 and 10. Vote taken. MOTION CARRIED UNANIMOUSLY**

11. **Request from N.E.W. Zoological Society for waiver of fees for Feast with the Beast event.**

**Motion by Supervisor Vander Leest and seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

12. **Zoo Monthly Activity Report.**
  - a. **Operations Report.**
    - i. **Admissions, Revenue, Attendance.**
    - ii. **Gift Shop, Mayan, Zoo Pass, Misc. Revenue.**

Zoo Director Neil Anderson provided the Committee with an updated report regarding attendance numbers, a copy of which is attached. He stated that there was good attendance on Mother's Day and with the weather improving attendance will be increasing. Wild Wednesdays have also started. On Wednesdays the Zoo will be open until 8:00 p.m. and admission is free after 6:00 p.m.

Anderson also reported that Fox 11 will be sponsoring a Family Celebration Day at the Zoo on June 25, 2011 with \$5.00 family admission and \$2.00 individual admission along with specials in the gift shop and café.

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**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**b. Education/Volunteer Programs Report.**

Anderson stated that over 1400 volunteer hours have been logged so far this year which is a little bit down from 2010, but he felt that as the weather improves and school gets out volunteer hours should increase.

**Motion made by Supervisor Clancy and seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**c. Curator's Report.**

Neil Anderson highlighted the Animal Collection Report for May, 2011 as follows:

- ❖ A birth control failure has resulted in the birth of a second Japanese Snow Macaque; this monkey is being hand-raised and is doing well and will eventually be moved to the snow monkey exhibit;
- ❖ Mother's Day marked the day Matilda, the female moose, was moved to the exhibit and she is adjusting well to her new surroundings;
- ❖ A male otter has been received recently from a zoo in Pennsylvania and will be placed in the exhibit after completing the quarantine period;
- ❖ A pair of emus has also been received and they will be going on exhibit after the quarantine period;
- ❖ Two hornbills have been sent to a zoo in Brownsville, Texas;
- ❖ Trumpeter swan eggs are hatching which is good as they are part of the endangered species program.

Anderson concluded this report by stating that the female giraffe had been limping and they were unsure of the reason. A portable x ray machine was brought in and it was discovered that this giraffe was born missing a bone in her left foot. As a result, she may occasionally suffer inflammation; however, the prognosis is good. Anderson passed around copies of the X rays for the Committee's review.

**Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**d. Zoo Director Report.**

**Press Release: Wild Wednesday/Father's Day.**

Anderson stated that a grand opening of the "Land of the Giants" tortoise exhibit will be held on June 24, 2011 at 8:30 a.m. The exhibit has come together nicely and Anderson felt it will be a great exhibit for both children and adults. The cost of this project was approximately \$185,000 and the funds for it were all from donations.

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**Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Golf Course**

**13. Budget Status Financial Report for April, 2011.**

**Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**14. Golf Course Financial Statistics as of May 15, 2011.**

Golf Course Superintendent Scott Anthes indicated that rounds and passes are down due to the late spring. Safari money is in line with where it was last year.

**Motion made by Supervisor Carpenter and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**15. Superintendent's Report.**

Anthes stated that the golf course is finally drying out from all the rain and they are now catching up on routine maintenance. They have seeded some of the greens that had ice damage and are hopeful for germination with the warmer weather. They have also been spraying weeds and rough mowing when the weather permits.

With regard to the first tee project, Anthes stated that they have signed the contract with HVS Consultants recently and he has been in touch with them daily to get this project started. The consulting firm will be conducting a survey on Survey Monkey that will go to all golfers in the database and the consultant will also be at the golf course on June 8, 9, and 10 to talk with golfers and hand out surveys.

Anthes stated that there were a number of outings scheduled for the summer. Vander Leest asked if any efforts were being made to host larger Wisconsin events over the next several years. Anthes indicated that several large events were held over the last few years, but he reminded the Committee that these events do not bring in any money for the course.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Library**

**16. Budget Status Financial Report for April, 2011.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**17. Budget Adjustment Request (#11-65): Increase in expenses with offsetting increase in revenue.**

Library Director Lynn Stainbrook indicated that this budget adjustment is to use federal grant revenue stimulus funds in the amount of \$300,000 to replace skylights. The RFP for this project is currently on the County website and a walk through for those interested in bidding is scheduled for June 14, 2011.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**18. Update on Central Library Repair and Renovation.**

Stainbrook stated that Kathy Pletcher, the co-chair of the repair and renovation task force, will attend the July Ed and Rec Committee meeting to provide an update. Stainbrook provided the Committee with a memorandum concerning the project, a copy of which is attached.

Dr. Watermelon, President of the Library Board, added that the task force will approach the concerns that the Ed and Rec Committee had with regard to options for the project.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**19. Director's Report.**

Stainbrook provided the Committee with information on the Summer Reading Program. This program will be kicked off on Saturday, June 11, 2011 at 10:00 a.m. at the Central Library.

Stainbrook also provided the Committee with a Library Report, a copy of which is also attached.

Lori Denault and Lynn Hoffman showed the Committee the new Book Myne app which is now available. This app accesses anything on the library website from an I phone, I pod or I pad. It can be used to search the catalog, search for items, place a hold on an item, look up accounts and many other things. This app is free and can be downloaded at [www.browncountylibrary.org](http://www.browncountylibrary.org).

**Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Parks**

**20. Budget Status Financial Report for April, 2011.**

**Motion made by Supervisor Carpenter and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

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**21. Resolution to Approve Entry into a Working Agreement with the Oneida Environmental Health & Safety Division and Oneida Golf and Country Club Regarding Removal of Dams at Pamperin Park.**

This resolution was not included in the agenda packet; however, Doug Hartman provided background on the project. Several years ago the Committee had approved the concept of removing the dams at Pamperin Park as they are falling into disrepair and the natural fish passage is impeded. The Federal Fish and Wildlife Service, the DNR and the Oneida Tribe would all like to have the natural fish passage restored. The Oneida Tribe has taken the lead on this project in securing grants and will be the grant administrators and will go through the same procedure the County goes through to determine a designer and secure a contractor. Hartman indicated this is a great deal for the County as we will get the dams removed at no cost to the County. The resolution will address the issues of liability and waiver of sovereignability.

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to refer to a special June 15, 2011 Ed and Rec Committee meeting for approval. Vote taken. MOTION CARRIED UNANIMOUSLY**

**22. Approval of Change Order for the Barkhausen Waterfowl Preserve Photovoltaic Project.**

Hartman indicated that the initial bids for this project came in all over the board and the project was then rebid based on what they felt would fit into the budget. The bid for the Barkhausen portion of the project came in under budget, in part because the kilowatts were reduced. Since there is money available, he would now like to get the kilowatts back where they should be. This will be done by adding two tracking units on pedestals near the nature center. This would still be within budget and all available grant monies and Focus on Energy monies will be utilized.

**Motion made by Supervisor Clancy and seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**23. Director's Report.**

Hartman indicated that a large Hmong Festival was held at the Fair Grounds over Memorial Day that went very well and had good attendance. There have also been several frog hikes held at Barkhausen recently which were well attended. Mountain bike trails at the Reforestation Camp are now open. There will be free days on County trails on June 4 & 5.

Highway 29 work near Pamperin Park is ongoing and should be completed by September. There will also be work done in getting County RK into the park.

Hartman also reported that PV projects are going on at the roof at the Fairgrounds and should be completed in the next several weeks. The PV projects will continue at several other venues over the next few months.

Park Manager Rick Ledvina indicated his crew is catching up on lawn mowing now that things are drying out. Bay Shore Park was full over Memorial Day and Pamperin Park has been busy despite the construction.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**23a. Update from HR re: Seasonal Wages of Park Department Employees (Held for 30 days for further information from Human Resources.**

Human Resources Director Debbie Klarkowski provided the Committee with a copy of the recommendation for the 2012 budget with regard to summer/seasonal help rates, a copy of which is attached. She stated that they are recommending increasing the seasonal/summer rates by about 25¢ per year for each of the first four years an employee returns. This will make Brown County more comparable with other similar private and public positions.

Supervisor Vander Leest stated that he liked the proposal with regard to wages, but he also felt longevity should be addressed. He felt that when you have a good, loyal, knowledgeable employee, they should be compensated for that. He went on to say that the cost to give seasonal employees a little raise would be small but would go a long way in showing the employees that they bring value to the County by coming back every year with their experience and expertise.

Supervisor Van Vonderen asked if annual reviews were performed with seasonal employees so that if someone does go above and beyond or has been coming back seasonally for a number of years, they are appropriately compensated. Klarkowski stated that summer seasonal workers do get reviews at the end of every season and Doug Hartmann indicated that if they employee is not satisfactory, they would not be asked to return the following year.

Klarkowski stated that under the proposal she passed out, there is no provision for an employee who did an excellent job and is returning for the fifth year to receive an increase in pay. Supervisor Van Vonderen proposed that if a summer seasonal employee returns for the fifth year, HR could sit down and have a review and take it from year five going forward on an individual basis. Klarkowski stated that that would be possible and Van Vonderen felt that would be a good way to recognize exemplary employees. Supervisor Clancy also felt this would be a good idea and may be helpful in having competent employees return. Van Vonderen did not feel that the raises should be automatic for years one through four, but rather based on performance.

Vander Leest informed that his two goals would be to recognize performance and recognize longevity. He felt that both the County and the taxpayers benefit from having the expertise and experience of returning seasonal employees and he also felt it made sense to compensate them for that through a performance review process, not only for the first four years, but after that as well. He acknowledges that the Parks Department has the greatest number of returning seasonal employees, but he does feel that any implementation should be county-wide.

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**Motion made by Supervisor Vander Leest and seconded by Supervisor Clancy to refer to Doug Hartmann and other department heads that have seasonal employees to develop a program to recognize seasonal employees based on performance and bring back. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Resch Centre/Arena/Shopko Hall**

**24. Update re: Repair and Maintenance Timeline at the Resch Center (standing item).**

Facility Management Director Bill Dowell stated that the contract had been signed with the low bidder for the flooring project; however, they are still waiting for Dick Resch's approval on the project. This is a unique process in that under the agreement with Dick Resch, Resch has to approve each project. Issuing a PO will be the final step and this will be done within several days.

Resch has met with County Executive Troy Streckenbach recently to discuss the repair process as he has some concerns that the County is not putting enough funds into the Resch Centre for repairs. This will be reviewed so these concerns can be addressed. What Brown County puts into the arena complex are the funds that come from the rent from PMI and this is the only source of funding. The agreement was changed in 2006 as to how the County receives the funds for this account which amounts to \$160,000 annually. Dowell provided the Committee with an arena complex 10 year capital plan, a copy of which is attached. Areas shaded in gray on the list are projects that have already been done and these total about \$237,000 since 2006.

There was a condition assessment of the arena performed in 2005 and from the recommendations in that assessment the County established a list of priorities. Facilities Management also sits down with PMI once a year to set forth a plan.

Dowell felt that there is a problem in that we do not have a long term plan for major expenses. Facilities addresses the priorities and issues as PMI identifies them and there is a major issue in the plaza area that they have identified recently. Some areas of the plaza are sinking in and other areas are raised up. This will be looked at by engineers in the next several months to see what the issues are and what the solutions may be, but Dowell felt that this could be a major project of considerable expense.

Vander Leest stated that the rent was lowered for PMI after discussions were had with PMI that they could not afford the current lease. The County then added a clause that if PMI did not have enough money to cover the upkeep and maintenance, the County could review the lease. What had been done previously was the money received from the PMI lease went back into maintaining the facilities. Since the rent has been lowered obviously there is less money to invest in the facilities. Vander Leest felt the lease should be reviewed or other funding mechanisms should be discussed. Dowell stated that the Department of Administration reviews this on a regular basis.

Vander Leest stated that he felt it was important to maintain the buildings to provide the longest possible use. He felt the lease was based on the information

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provided by PMI and their situation has now improved and he felt the County should be doing more with the money received from them. He also felt that some sort of funding mechanism through room tax money should be explored. He felt that perhaps a closed session could be held at the next meeting to discuss these issues in more detail.

Supervisor Van Vonderen questioned if the arena is still viable and if it is being used throughout the year. Dowell stated that it is and further that there are a number of events held at the arena and PMI's argument was that they need all three spaces to be profitable. Dowell realized that at some point a decision will need to be made as to what will happen to the arena. The major repair to the roof is done, but he felt any of the major mechanical systems could fail due to age. Van Vonderen felt that if the buildings were not being utilized all the time, perhaps a look should be taken at whether there are too many buildings in the complex. She felt that a decision has to be made as far as what to do with the arena in the future and either phase it in or phase it out. She felt the County really needs to start looking at the buildings they have and figure out what the best use of them is. Dowell suggested that PMI make their own argument with regard to the arena. Vander Leest felt PMI needs to show the County evidence that they need the arena to remain profitable.

**Motion made by Supervisor Vander Leest that the County decrease spending at the arena until a long term plan for the facility has been formulated. No second. No action taken.**

Dowell suggested that the assessment of the complex and two feasibility studies that were conducted in approximately 2005 and 2008 be revisited and reviewed as a starting point and also that PMI provide input and then have a closed session with the Ed and Rec Committee. Dowell indicated that he will secure copies of the studies and forward them to Committee members so they have time to review the same prior to the July, 2011 meeting.

**Motion made by Supervisor Carpenter and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**25. Complex Attendance for the Brown County Veterans Memorial Complex.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Van Vonderen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Museum**

**26. Budget Status Financial Report for April and May, 2011.**

**Motion made by Supervisor Carpenter and seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

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**27. Museum Attendance and Admissions Report for April and May, 2011.**

**Motion made by Supervisor Carpenter and seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**28. Museum Director's Report:**

**a. Museum Operations Review (on-going).**

Museum Director Rolf Johnson provided the Committee with a report, a copy of which is attached. He pointed out that April attendance was very good and exceeded last year's numbers. This is something he is hoping to build on. He highlighted several points in his report including:

- ❖ He has begun the process of spending quality time with the museum staff to fully understand what they do, why they do it and how they do it to assess efficiencies and justification;
- ❖ He has had an opportunity to speak to the Harbor Commission and the Executive Committee of the Green Bay Chamber of Commerce as well as the Optimistic Club and he has several Kiwanis Club events coming up as well as one-on-one meetings with numerous civic leaders, organizations and citizens. These meetings are all providing very good feedback with regard to the museum;
- ❖ He has also recently participated in the UWGB sponsored study looking at the impact and sustainability of arts and cultural organizations as part of the LIFE Study.

Johnson stated that one of his critical concerns is the human capital at the museum and feels that they could use more staff. He will be looking at this more closely to determine specific needs, but he does recognize that this will be an uphill battle. He will be presenting his recommendations to this Committee for additions to staff in the next several months.

Johnson also stated that the staff has been very busy working on exhibits. He felt that historically exhibit after exhibit after exhibit had been created, but he was not certain what impact the exhibits had. He opined that they slow down the frequency of new exhibits and try to concentrate on things with more impact.

**b. Report from 2011 Annual Meeting of the American Association of Museums.**

Johnson recently attended the American Association of Museums conference in Houston and provided the Committee with a copy of an outline he prepared following the same, a copy of which is attached. The theme of the conference was "The Museum of Tomorrow". He will highlight some of the ideas from the conference in a full report based on the outline.

**c. Discussion of Proposed Community Listening Sessions and Proposed Format for same.**

Johnson stated that a listening session will be held on June 14, 2011 at 6:00 p.m. at the museum. The panel will consist of the Museum Foundation, Neville Public Museum Governing Board and Ed and Rec Committee. He is combing through old meeting minutes to find items that would be germane to this listening session. Chair Brunette will chair this event and the format will include allowing members of the public to address the panel. The Press Gazette and other media outlets will be made aware of this event to get the word out to the public. If this provides good momentum and good feedback, more of these sessions could be held in the future.

**d. Discussion of Upcoming Initiatives for 2011.**

Johnson stated that he felt the listening session discussed above is the beginning of a long term process. He wants a feedback group that is operational. He felt that even if the listening session is not heavily attended, it will still be a good way to begin to let people know that things will be changing at the museum and their input is important. He felt that some of the information gathered from this session will be qualitative while other information will be subjective and felt that this will be an important first step in reintroducing the museum to the general public.

**Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**29. Audit of bills.**

**Motion made by Supervisor Van Vonderen and seconded by Supervisor Clancy to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**30. Such other matters as authorized by law.**

**Motion made by Supervisor Vander Leest and seconded by Supervisor Carpenter to adjourn at 7:26 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary

III

## ATTENDANCE

MONTH	2009	2010	2011
January	806	834	592
February	2,524	1,649	1,240
March	6,941	11,754	4,112
April	22,456	29,292	16,835
May	42,282	38,070	34,741
June	53,597	41,647	
July	56,199	39,142	
August	42,035	42,345	
September	21,738	17,938	
October	14,165	27,836	
November	6,020	2,571	
December	1,292	1,266	
TOTAL	270,055	254,344	57,520

## ADMISSION & DONATIONS

	2009		2010		2011		DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	(-)/(+)	2009		2010		2011	
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN						PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	
MONTH																	
January	1,773.00	1,042.55	1,532.00	590.80	1,239.00	389.55					(293.00)		\$3.49	\$1.84		\$2.09	
February	5,824.00	600.36	3,714.10	41.00	2,506.00	429.78					(1208.10)		\$2.31	\$2.24		\$2.02	
March	15,750.25	281.06	27,371.74	184.00	9,465.00	83.95					(17906.74)		\$2.31	\$2.33		\$2.30	
April	39,286.50	718.31	57,448.67	931.97	33,618.40	-					(23830.27)		\$1.75	\$1.96		\$2.00	
May	123,197.16	755.50	118,802.99	427.56	100,768.40	515.18					(18034.59)		\$2.91	\$3.12		\$2.90	
June	117,308.93	845.03	112,869.92	385.04									\$2.19	\$2.71			
July	151,684.20	1,337.71	115,654.19	483.99									\$2.70	\$2.95			
August	123,188.80	1,302.09	129,290.88	476.65									\$2.93	\$3.05			
September	64,341.99	968.33	50,826.50	657.88									\$2.96	\$2.83			
October	12,455.25	128.60	30,099.13	131.50									\$0.88	\$1.08			
November	14,183.50	519.69	6,103.00	251.00									\$2.36	\$2.42			
December	3,449.00	2,859.00	3,380.28	1,552.00									\$2.67	\$2.67			
TOTAL	\$672,442.58	\$11,358.23	\$657,093.40	\$6,113.39	\$147,596.80	\$1,418.46					(61272.70)		\$2.46	\$2.43		\$2.26	

**NEW ZOO  
GIFT SHOP, MAYAN  
ZOO PASS REVENUE**

**2011 REPORT  
2009, 2010, 2011**

					2009	2010	2011
<b>Paws &amp; Claws</b>					PER	PER	PER
<b>Gift Shop</b>					CAP	CAP	CAP
	2009	2010	2011	(-)/(+)			
January	\$ 830.17	\$ 1,100.43	\$ 850.64	\$ (249.79)	\$1.03	\$ 1.32	1.44
February	\$ 2,830.32	\$ 1,733.75	\$ 1,813.73	\$ 79.98	\$1.12	\$1.05	1.46
March	\$ 5,913.59	\$ 10,694.13	\$ 4,436.34	\$ (6,257.79)	\$0.87	\$ 0.91	1.08
April	\$ 15,107.46	\$ 25,606.74	\$ 12,644.60	\$ (12,962.14)	\$0.67	\$ 0.87	0.75
May	\$ 36,771.02	\$ 41,462.02	\$ 36,626.74	\$ (4,835.28)	\$0.87	\$ 1.09	1.05
June	\$44,494.48	\$45,906.57			\$0.83	\$ 1.10	
July	\$ 49,436.74	\$ 44,312.40			\$0.89	\$ 1.13	
August	\$ 41,274.65	\$ 48,932.87			\$0.98	\$ 1.16	
September	\$ 16,858.13	\$ 16,193.99			\$0.78	\$ 0.90	
October	\$ 13,326.57	\$ 17,078.70			\$0.94	\$ 0.61	
November	\$ 4,147.86	\$ 2,444.98			\$0.69	\$ 0.97	
December	\$1,708.66	\$1,847.89			\$1.32	\$ 1.46	
<b>TOTAL</b>	<b>\$ 232,699.65</b>	<b>\$ 257,314.47</b>	<b>\$ 56,372.05</b>	<b>\$ (24,225.02)</b>	<b>\$ 0.92</b>	<b>\$ 1.05</b>	<b>\$ 1.16</b>

					2009	2010	2011
<b>Mayan</b>					PER	PER	PER
<b>Taste of Tropic</b>					CAP	CAP	CAP
	2009	2010	2011	(-)/(+)			
January	\$ 589.33	\$ 1,702.25	\$ 974.96	\$ (727.29)	\$0.73	\$2.04	\$1.65
February	\$ 1,773.79	\$ 2,542.97	\$ 1,677.23	\$ (865.74)	\$0.70	\$1.54	\$1.35
March	\$ 4,509.88	\$ 13,071.01	\$ 4,831.74	\$ (8,239.27)	\$0.66	\$1.11	\$1.18
April	\$ 13,320.22	\$ 22,461.64	\$ 13,908.56	\$ (8,553.08)	\$0.59	\$0.77	\$0.83
May	\$ 32,991.35	\$ 40,170.65	\$ 33,326.69	\$ (6,843.96)	\$0.78	\$1.06	\$0.96
June	\$38,201.67	\$44,864.86			\$0.71	\$1.08	
July	\$ 44,643.82	\$ 48,815.59			\$0.79	\$1.25	
August	\$ 41,662.95	\$ 52,917.17			\$0.99	\$1.25	
September	\$ 16,925.85	\$ 19,543.36			\$0.78	\$1.09	
October	\$ 12,192.65	\$ 22,334.07			\$0.86	\$0.80	
November	\$ 4,135.12	\$ 2,874.40			\$0.69	\$1.12	
December	\$ 1,960.99	\$ 1,797.83			\$1.52	\$1.42	
<b>TOTAL</b>	<b>\$ 212,907.62</b>	<b>\$ 273,095.80</b>	<b>\$ 54,719.18</b>	<b>\$ (25,229.34)</b>	<b>\$0.82</b>	<b>\$ 1.21</b>	<b>\$1.19</b>

<b>ZOO PASS</b>							
MONTH	2009	2010	2011	(-)/(+)	NEW	RENEWAL	TOTAL
January	\$ 1,827.00	\$2,317.00	\$1,385.00	\$ (932.00)	7	17	24
February	\$ 3,977.00	\$ 3,177.00	\$ 2,485.00	\$ (692.00)	14	27	41
March	\$ 12,073.00	\$17,882.00	\$8,042.00	\$ (9,840.00)	40	87	127
April	\$ 20,447.00	\$ 24,530.00	\$ 21,614.00	\$ (2,916.00)	130	213	343
May	\$ 32,600.00	\$ 28,047.00					
June	\$23,237.00	\$25,770.00					
July	\$ 20,025.00	\$ 18,033.00					
August	\$ 12,308.00	\$ 14,188.00					
September	\$ 7,278.00	\$ 6,816.00					
October	\$ 2,739.00	\$ 5,581.00					
November	\$ 3,944.00	\$ 4,494.00					
December	\$ 8,273.00	\$ 8,660.00					
<b>TOTAL</b>	<b>\$ 148,728.00</b>	<b>\$ 159,495.00</b>	<b>\$ 33,526.00</b>	<b>\$ (14,380.00)</b>	<b>191</b>	<b>344</b>	<b>535</b>



# Gift Shop, Mayan and Admissions Revenue

## May 2011

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Adopt/zoof	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Sun	1	813.12	830.78	2,049.00	661.61	553.00	25.00	-	-	1.90	-	697	48,1,2
Mon	2	153.32	114.15	277.00	98.58	708.00	-	157.06	10.00	1.90	50.00	112	48,2
Tue	3	278.71	132.70	466.00	145.97	195.00	100.00	-	-	-	-	236	46
Wed	4	310.80	703.62	1,262.00	565.64	722.00	160.00	-	-	5.69	-	740	57,1
Thu	5	490.52	186.18	1,054.00	244.03	297.00	40.00	-	-	3.79	-	330	52,1,2,3
Fri	6	622.12	414.62	1,266.75	542.18	963.00	303.00	-	-	1.90	-	486	60,1
Sat	7	1,085.04	1,500.26	4,165.15	1,129.86	827.00	30.00	-	-	15.17	212.00	1208	50,1
Sun	8	3,889.32	4,979.41	10,231.00	2,007.58	2,172.00	-	-	0.75	26.54	-	6135	66,1
Mon	9	314.78	350.64	1,279.00	409.72	706.00	590.00	70.64	-	1.90	-	372	61,2,3
Tue	10	882.14	337.44	2,079.00	904.18	374.00	-	-	-	9.48	-	687	57,2
Wed	11	299.04	347.87	807.25	163.51	305.00	494.00	-	-	1.90	-	312	60,2,3
Thu	12	280.25	297.69	1,613.00	224.17	315.00	300.00	71.00	-	5.69	-	520	72,1,3
Fri	13	1,827.54	517.08	2,456.00	701.66	439.00	-	-	5.00	1.90	-	760	55,2
Sat	14	767.00	339.48	1,052.00	1,228.67	118.00	122.00	-	-	1.90	150.00	302	48,2,3
Sun	15	1,166.27	893.02	3,023.00	1,104.27	633.00	-	14.00	-	1.90	-	982	48,1
Mon	16	402.67	340.96	1,780.00	747.87	630.00	-	-	-	3.79	-	508	60,1
Tue	17	452.75	763.91	2,316.00	530.81	1,279.00	-	-	5.00	7.58	-	737	48,1
Wed	18	367.91	166.85	1,374.00	344.64	1,491.00	-	-	2.00	-	-	628	49,1,3
Thu	19	1,153.55	498.15	2,399.00	385.07	954.00	-	-	8.00	5.69	-	740	57,1
Fri	20	2,504.14	1,802.22	5,417.00	1,961.04	1,830.00	418.00	49.50	-	15.17	-	1732	72,1
Sat	21	1,425.05	1,582.82	3,385.00	1,567.54	956.00	100.00	-	9.99	3.79	50.00	1167	68,1,3
Sun	22	1,345.36	2,006.43	5,462.00	1,302.42	571.00	362.00	-	13.00	11.37	-	1496	72,1,3
Mon	23	601.92	601.69	3,201.00	322.27	1,192.00	216.00	-	-	11.37	-	1025	70,1,2,3
Tue	24	1,874.17	704.10	3,101.00	519.67	187.00	268.00	-	-	5.69	50.00	932	53,1,2
Wed	25	1,543.00	469.56	2,073.00	1,223.22	487.00	-	114.48	44.85	1.90	-	612	50,2,3
Thu	26	1,896.72	693.28	4,120.00	1,129.77	443.00	-	2.50	25.00	3.79	-	1184	43,1,2
Fri	27	1,759.18	1,797.93	6,533.00	998.58	1,216.00	-	24.00	-	3.79	6.00	2243	52,1
Sat	28	2,192.07	2,714.29	6,392.50	1,869.19	934.00	-	-	8.25	22.75	-	1892	62,1
Sun	29	1,784.17	2,389.12	6,457.00	1,803.79	613.00	-	-	-	18.96	-	1962	65,2
Mon	30	2,504.27	3,560.33	9,685.75	1,839.38	897.00	-	2.00	-	32.23	-	2777	83,1
Tue	31	1,639.84	1,290.11	3,992.00	2,129.31	187.00	-	10.00	0.25	3.79	-	1227	77,1
Total		\$ 36,626.74	\$ 33,326.69	\$ 100,768.40	\$ 28,806.20	\$ 23,194.00	\$ 3,528.00	\$ 515.18	\$ 132.09	\$ 233.22	\$ 518.00	34,741	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Total Attendance 34741



May 24, 2011

To: Brown County Education & Recreation Committee

From: Kathy Pletcher, Vice President Brown County Library Board

RE: Central Library repair & renovation project – June update

Thank you for scheduling the special hearing on the Central Library repair and renovation project on March 31. The Library Board was encouraged by the Committee's general consensus that "doing nothing is not an option." We have taken to heart your advice to: a) get public support, and b) reduce the amount needed for bonding.

The Library Board has created a task force co-chaired by me and John Hickey with the purpose of garnering public support for the repair and renovation of the Central Library. The Task Force has organized its work into two subgroups: Financial and Public Relations/Education. The Financial group is focused on looking for ways to reduce the overall cost of the project, identifying opportunities for fund raising/grants and also in-kind contributions. The Public Relations/Education group is focused on developing a message and strategy to communicate to the community the need for and value of repairing and renovating the Central Library.

As we move forward we will keep you informed of our progress. I am unable to attend your June meeting because I will be out of town, but I hope to be able to give you an update in person in July. In the meantime, if you have any suggestions please feel free to contact me via email ([pletchek@uwgb.edu](mailto:pletchek@uwgb.edu)) or cell phone (362-1618)

This is a very important project for our community. The Library Board greatly appreciates your support.

III

# LIBRARY

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## Library Report May, 2011

### General

Staff from several locations attended training for the automated meeting room reservation software that will go live later this summer. Evanced Room Reserve is designed specifically for libraries. It is web-based so reservations can be made and paid for by the person or organization making the reservation. This will ultimately streamline staff workflows resulting in saved time and money.

The Bookmobile participated in Celebrate De Pere over Memorial Day weekend and had over 784 visitors. Children enjoyed crafts and story times while adults enjoyed a time to rest, check out items and learn what the library has to offer to both them and their children including the summer reading programs. It also participated in the Celebrate Parade with volunteers walking and distributing library information.

Staff attended the Wisconsin Association of Public Libraries (WAPL) in Madison.

The recently formed Central Library Renovation Task Force has met and formed sub-committees to focus on the financial side of the project and the educational/marketing side of the project. A presentation is being created to demonstrate the validity of the renovation plan.

Arketype, Inc. collected and donated to Brown County Library 27 new books related to diversity and respect. Valued at nearly \$500, these books will be added to the library's collections for children, parents and teachers to borrow.

### Central Library:

Children's librarians have been busy visiting schools all around Brown County to promote summer reading and the BCL Summer Reading program. Central children's staff alone gave 40 presentations at 17 different schools, reaching more than 5000 kids, pre-K through middle school.

Four bilingual Spanish and English story times were presented for toddlers and preschoolers to mark Cinco de Mayo and Dia de los Niños, with a total attendance of approximately 200.

In the past month, Central Library has hosted 30 classes totaling more than 500 students from 10 area schools which have taken field trips to the library. Children's librarians presented educational book-based programs and led library tours. Most of the classes conducted library card sign up campaigns and the students borrowed books on their visits.

Additional shelving has been moved to the Central Library's Large Print book section, increasing the capacity and public access to more of the library's collection of "easy on the eyes" adult books with larger typeface.

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**Ashwaubenon Branch:**

Children's staff presented a Crazy Day program with 39 attending and a Mom and Me Bubble Day program with 18 attending.

Summer Reading Program promotions were done at Holy Family School with 138 students, Valley View School with 395 students and Cormier School with 340 students attending.

A recycling and energy savings tips program was held in partnership with WPS and the Girl Scouts.

**Denmark Branch:**

Summer Reading Program promotional skits were presented to 5 groups of children from the Early Childhood Center (approx. 180 kids)

**East Branch:**

East hosted the monthly Library Board meeting on Thursday, May 19.

Two summer programs, "Folk and Fairytale Frenzy" and "SpongeBob" have found sponsors through the Summer Reading Program's Adopt-A-Program.

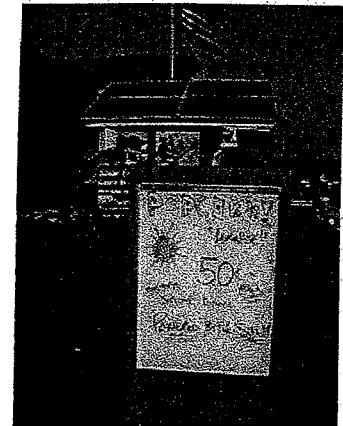
Ninety-one attended the Big Trucks Story time Special on May 18. Trucks appeared courtesy of the Green Bay Department of Public Works.

A Book Babies special session held on Saturday, May 7, that featured live rabbits.

**Kress Family Branch:**

Staff worked with SEEDs on a cooperative grant to benefit the photovoltaic solar panels and educational kiosk at the library.

SEEDs sold 'solar popcorn' outside the library during Celebrate De Pere using NWTC's Solar Energy Technology trailer. Information about the Kress Solar Initiative was also distributed.



April's performing arts series included music by Echo Mountain Poetry with Mark Falcone, and performances by Tarl Knight, and the Green Bay Boy Choir.

During National Library Week, over 70 people met at Sports Emporium for story time and soccer.

**Pulaski Branch:**

Class visits from Assumption BVM School included the all-day preschool that enjoyed favorite stories and songs and the 2<sup>nd</sup> grade class learned about different types of rocks, how they are formed and other interesting information.

Staff was a guest speaker at the annual PEEP (4 year old Kindergarten) Workshop to educate Pulaski school district families about the Brown County Library system, what the library offers and the importance of reading.

~~The last PEEP story time was held for the current year. This has been a great partnership with the Pulaski School District~~

Volunteers lead the adult computer classes and the beginning knitting classes.

**Southwest Branch:**

Summer Reading Program school promo visits were completed at Jackson, Beaumont, Tank, and Kennedy Elementary Schools and at Providence Academy.

The Intercambio Spanish-English Conversation Group collaboration with NWTC had its first anniversary. The partnership will resume in the fall.

**Weyers-Hilliard Branch:**

Displays for the month included: Celebrate Cinco de Mayo; Detecting Good Reads; Oprah Book Club selections and read-alikes; May is National Grilling Month; Save Gas - Travel in Books; Memorial Day (featuring soldier's memoirs) and May is National Strawberry Month.

Noted mystery author Brian Freeman delighted both our Murder and Mayhem (M&M) book club regulars and the general public. He sold and autographed copies of his books, including his newest, *The Bone House*, which features locations in Door County.

**Wrightstown Branch**

Program highlights included: a special "Moms" story time was held with 30 people attending; a garden story time that was enjoyed by 36 people and two programs featuring dog trainer, Laura Lotto that 90 people attended.

## MEMO

**Date:** May 12, 2011

**FROM:** Lynn Stainbrook, Director

**RE:** Library Table of Organization Change/Filling Open Positions

The Library continues to receive retirement and resignation notices from employees. In addition to the openings at Central Library for a Teen Librarian, a half-time Local History Cataloguer, a 25-hour/week Senior Library Assistant (SLA) and a 28-hour/week SLA, the Library now has openings at other locations. In consultation with HR Manager Debbie Klarkowski, it was agreed that the following recommendations be made to the Library Board.

1.) The Librarian I Branch coordinator for the Ashwaubenon Branch has accepted a position elsewhere. The Branch coordinator position was evaluated in-house and found to be essential at Ashwaubenon branch, consisting of nine employees (5.2 FTE), over 200,000 annual checkouts, and open 54 hours per week. Her position was posted according to Union contract and offered to and accepted by the current Librarian I Branch coordinator for the Pulaski Branch. There were no eligible union employees interested in the Pulaski Branch coordinator opening. The Pulaski Branch checks out just under 100,000 items annually, is open 34 hours per week, with only one paraprofessional (37.5 hours/week) in addition to the branch coordinator. Two 11 hour/week clerks help to provide additional coverage to the library. In Pulaski's case, the Branch coordinator is also the children's librarian performing 180 children's story times or events annually. This full-time position is instrumental to the daily staffing of the library. The Library Director recommended, and the Library Board approved, that the Library fill the Librarian I Branch coordinator position at the Pulaski Branch. Since this is not a new position, funding is available with a small (annual \$330) longevity pay savings. With the Library Board approval, the County Board is notified, then Human Resources can continue the process to list the open position and accept applicants.

2.) A 19.5 hour/week clerk position is currently open due to resignation. This clerk position will be changed to an 11-hour/week position. The Library currently has 61 clerk positions. The frequent turn-over in these positions has resulted in their exemption from the hiring freeze; however, we have evaluated each opening for the past year. In addition to the decrease in hours for this positions, the Library has also decreased hours from a 21-hr/week position and a 22-hour/week position to two 19.5-hours/week, and another 19.5 hour clerk to 11 hours/week resulting in a net savings of 21 hours/week, including the 8.5 hours being decreased with the current opening. This is a budget savings of \$11,444 annually in salary. Not filling positions at the full amount budgeted does not require a Table of Organization change; however, I would like to take this net savings and apply it elsewhere.

The Library has one full-time and one 19-hour/week Library Associate who provide copy cataloguing for the library. The two cannot keep up with the workload. Children's books and adult non-fiction books are purchased pre-catalogued. This has been in effect for many years and is reviewed periodically to ascertain if it is cost effective. That is still the case; however, it is not cost effective to pre-catalogue Adult Fiction, music or DVDs and so that work continues in-house. In addition, the cataloguing information provided by the company still has to be loaded into the Library's database by our copy cataloguers. The Library has funded temporary help and additional hours in this area for over a year. I had hoped that the change in automation system would improve this workload. While we continue to fine-tune the work process, we have been using the new automation system for seven months. It is time to accept that this work load needs more help. The Library director recommended, and the Library Board approved, that the savings from the decreases in clerk hours be used to increase the 19-hour/week position to 25 hours/week.

3.) In addition, the Library Director recommended, and the Library Board approved, that the 20-hour/week SLA listed in the Table of Organization, but not funded, be deleted. Responsibilities of this position were to add each issue of every magazine title, as it arrived, to the library's database. In addition, this position assisted with the annual ordering of magazine titles and the annual preparation of the database for the magazines. This person also contacted the vendors when a magazine issue did not arrive. The daily work of this position has been absorbed by the two acquisitions staff members. It is proposed that the library allow some limited additional work hours for the acquisitions staff during the annual processes. Five additional hours per week for 4 to 6 weeks twice a year is more cost effective than funding the position for 20 hours per week. Funding for temporary hours is available from a 20 hour/week SLA position that has been hired at 18.75 hours/week.

TITLE	POSITION	LOCATION	ACTION
1.0 Librarian I (37.5 hours/week)	Branch Coordinator	Pulaski	Fill
Clerk hours 49,322 annually	Clerk	All	Decrease to 48,230 hours annually
19-hr/wk Library Associate	Copy cataloguer	Central	Increase to 25 hr/wk
20 hr/wk Senior Library Assistant	Magazine data entry	Central	Delete

The financial impact of these changes is as follows:

	SALARY	FRINGE	TOTAL	SAVINGS
			new cost	(or increase)
1 Librarian I @ 37.5 hrs/wk – Pulaski Branch Coordinator	\$44,175.59	\$21,357.96	\$65,533.55	\$330
Decrease annual clerk hours from 49,322 to 48,230	\$496,067 to \$484,638	\$249,076 to \$243,478	\$728,116	Salary \$11,429 Fringe \$5,598
Increase Library Associate from 19 to 25 hrs/wk	\$25,543	\$12,372	\$37,915	(\$9,064)
Delete 20 hr/wk Senior Library Assistant	Not funded			\$0
<b>Net Savings</b>				<b>\$8,293</b>

This table of organization change and permission to fill open positions and subsequent annual savings, were approved at the May 19, 2011 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on June 2, 2011 as part of the Director's Report and attached to the meeting minutes.

HUMAN RESOURCES DEPARTMENT

*Brown County*

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DEBBIE KLARKOWSKI, PHR

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HUMAN RESOURCES MANAGER

TO: County Executive  
Director of Administration  
Human Resources Staff

FROM: Debbie Klarkowski  
Human Resources

RE: Summer/Seasonal/Extra Helps Rates 2012-2013

DATE: April 3, 2011

Rates for summer/seasonal positions have not changed since 2006. Additionally, based on the research of local comparable both public and private, Human Resources is recommending the attached changes to 2012 -2013 seasonal and summer extra help rates. Increasing the rates a quarter will assist Brown County in remaining competitive for these types of positions. The impact of the recommended increase is approximately \$10,000 annually.

A reference is attached for your review.

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## BROWN COUNTY EXTRA HELP - 2012 proposed

2011

2012

Positions	Position Code	Appt Type	Table	Grade	Step Yr 1	Step Yr 2	Step Yr 3	Step Yr 1	Step Yr 2	Step Yr 3	Step Yr 4
Co-op / Intern Student	1000-001-99	C	99	A	\$7.75	\$8.25		\$7.75	\$8.25		
Summer Employee	1020-001-99	M	99	B	\$8.00	\$8.50	\$9.00	\$9.05	\$9.45	\$9.85	\$10.25
Summer - Hwy Bridge Crew	1020-001-99	M	99	B	\$8.25	\$8.75	\$9.25	\$9.30	\$9.70	\$10.10	\$10.50
Summer Engineering Aide	1020-002-99	M	99	C	\$10.25	\$10.75	\$11.25	\$11.30	\$11.70	\$12.10	\$12.50
Concessionaire Supervisor	1030-008-99	S	99	D	\$8.75	\$9.25	\$9.75	\$9.05	\$9.45	\$9.85	\$10.25
Family Living Assistant	1030-003-99										
Horticulture Assistant	1030-004-99										
Public Safety Officer	1030-009-99										
Seasonal Maint / Seasonal	1030-001-99										
Seasonal Trail Ranger	1030-010-99	S	99	E	\$7.25	\$7.90		\$7.25	\$7.90		
Seasonal Assistant Park Ranger	1030-002-99										
Concessionaire I	1030-007-99	S	99	E	\$7.25	\$7.90		\$7.25	\$7.90		
Tax Collection Help	1040-002-99	S	99	F	\$11.25			\$11.25			
Law Clerk - LTE Rep 98	0330-005-98	M	98	C	\$20.00			\$20.00			
Law Clerk - Summer	0330-006-99		99	K	\$10.00			\$10.00			
Canvasser / Election Help	1040-004-99	S	99	I	\$9.25			\$9.25			
UW Extension Program Assistants	1030-005-99				flat rate			flat rate			

11

# Arena Complex 10-Year Capital Plan 2011 Budget

CAPITAL PROJECTS													
NO	Bldg	Item	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
			Actual	Actual	Actual	Actual	Actual	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
5	S	Stucco Panel Repairs	10271										
7	S	Lighting											103924
8	S	Fix Drainage Problems											
10	A	Replace Doors and Frames			4350	34000							
11	S	Misc HVAC Repairs		7163	18555	53325				35000	35000		
12	A	Retube Boilers/Water Softener	17173										
14	R	Rigging Net											
17	A	Electrical Study	4825					24000	50000	76000			
18	A	Electrical											
19	A	Ammonia Relief Valve		22000								63339	
20	A	Ammonia Compressor Overhaul		44347									
21	A	Ammonia Sys Control Upgrade											
22	A	Ice Harvester Compressor							13000				
23	A	Arena Roof	5286	811714						33474			
24	H	Roof Repair	7513			13000							
25	HS	Roof Studies	3960										
26	HS	Roof Specifications	5850										
27	S	Shopko Hall Roofs	47590	4021				10000	318800				
28	H	HOF Roofs			43390								
29	S	Emergency Heater Replacement	13635										
30	A	Emergency Electrical Repair	38850							102940		100989	
31	A	Emergency RTU	12369										
32	R	Emergency MegaVision Repair	43860	1610									
33	H	HOF Coil Replacement	10020										
34	R	Air Handling Motor		5860									
35	A	Ammonia Condenser		20575									
36	R	Hot Water Boiler		15000									
37	R	Construct Environmental Wall											
38	R	Ice Cover			115000	32725							
39	ALL	HOK Study											
40	A	Snow Protection				5000	18500						
41	R	Double Doors South East					7500						
44	ALL	Repair Brick Walkways					28900						
45	S	Replace Shopko Lobby OS Doors					37000						
		Insurance Deductibles					17500						
46	ALL	Misc/Adjust	71	14520		19512	-5521	31000					
47	RMF	Repair Resch Floors						225000					
		Total	226273	1010760	181295	157562	103879	290000	381800	144474	137940	164328	103923
		End of Year Fund Balance	969,482	153,235	138,271	141,866	236,045	309,017	87,216	102,742	124,802	120,474	96,551
		Hall of Fame	140976	8.4%									
		Arena	1136239	67.6%									
		Shopko Hall	165414	9.8%									
		Resch	237141	14.1%									
		All	1679769										

Brown County

Museum

Budget Status Report

4/30/2011

# HIGHLIGHTS:

## Revenues:

YTD Revenues = \$420,383

## Expenses:

YTD Expenses = \$383,384

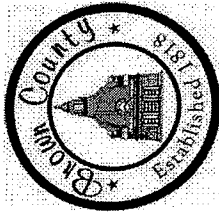
	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 957,155	\$ 319,052	33.33%
Intergovernmental Revenue	\$ 42,715	\$ 11,736	27.48%
Charges for Sales and Services	\$ 124,290	\$ 40,248	32.38%
Miscellaneous Revenue	\$ 1,500	\$ 750	50.00%
Rent	\$ 6,500	\$ 885	13.62%
NPM Foundation Donations	\$ 100,000	\$ 47,400	47.40%
Donations	\$ 2,000	\$ 410	20.49%
Salaries	\$ 454,835	\$ 136,689	30.05%
Fringe Benefits	\$ 239,950	\$ 62,929	26.23%
Clothing Allowance	\$ 350	\$ -	0.00%
Operations and Maintenance	\$ 42,523	\$ 12,291	28.90%
Utilities	\$ 85,950	\$ 22,984	26.74%
Chargebacks	\$ 245,820	\$ 80,408	32.71%
Contracted Services	\$ 63,682	\$ 20,684	32.48%
Exhibits-Foundation Funded	\$ 100,000	\$ 47,400	47.40%

## Museum - April 30, 2011

■ Annual Budget

□ YTD Actual





# Museum Monthly Report Through April 30, 2011

Through 04/30/11  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - GF</b>									
<b>REVENUE</b>									
Property taxes	957,155.00	.00	957,155.00	79,762.92	.00	319,051.68	638,103.32	33	1,063,910.00
Intergovernmental	42,715.00	.00	42,715.00	2,725.70	.00	11,736.23	30,978.77	27	13,314.75
Charges for sales and services	124,290.00	.00	124,290.00	14,066.45	.00	40,247.93	84,042.07	32	90,915.06
Miscellaneous revenue	1,500.00	.00	1,500.00	250.00	.00	750.00	750.00	50	1,500.00
Rent	6,500.00	.00	6,500.00	165.00	.00	885.00	5,615.00	14	6,161.96
Contributions	102,000.00	.00	102,000.00	47,494.68	.00	47,712.54	54,287.46	47	94,551.32
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	4,696.00
<b>REVENUE TOTALS</b>	<b>\$1,234,160.00</b>	<b>\$0.00</b>	<b>\$1,234,160.00</b>	<b>\$144,464.75</b>	<b>\$0.00</b>	<b>\$420,383.38</b>	<b>\$813,776.62</b>	<b>34%</b>	<b>\$1,275,049.09</b>
<b>EXPENSE</b>									
Personnel services	454,835.00	.00	454,835.00	49,489.02	.00	136,688.76	318,146.24	30	468,916.72
Fringe benefits and taxes	239,950.00	.00	239,950.00	20,637.69	.00	62,929.05	177,020.95	26	233,644.29
Employee costs	350.00	.00	350.00	.00	.00	.00	350.00	0	322.44
Operations and maintenance	42,523.00	.00	42,523.00	3,027.91	2,400.00	12,290.75	27,832.25	35	41,563.26
Insurance costs	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	.00
Utilities	85,950.00	.00	85,950.00	5,373.64	.00	22,983.82	62,966.18	27	78,193.88
Chargebacks	245,820.00	.00	245,820.00	20,964.02	.00	80,407.86	165,412.14	33	277,755.68
Contracted services	63,682.00	.00	63,682.00	6,903.28	42,997.52	20,684.48	.00	100	60,360.34
Other	100,000.00	.00	100,000.00	47,399.63	.00	47,399.63	52,600.37	47	93,700.26
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$1,234,160.00</b>	<b>\$0.00</b>	<b>\$1,234,160.00</b>	<b>\$153,795.19</b>	<b>\$45,397.52</b>	<b>\$383,384.35</b>	<b>\$805,378.13</b>	<b>35%</b>	<b>\$1,254,456.87</b>
<b>Fund 100 - GF Totals</b>									
REVENUE TOTALS	1,234,160.00	.00	1,234,160.00	144,464.75	.00	420,383.38	813,776.62	34	1,275,049.09
EXPENSE TOTALS	1,234,160.00	.00	1,234,160.00	153,795.19	45,397.52	383,384.35	805,378.13	35	1,254,456.87
<b>Fund 100 - GF Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$9,330.44)</b>	<b>(\$45,397.52)</b>	<b>\$36,999.03</b>	<b>\$8,398.49</b>		<b>\$20,592.22</b>
<b>Grand Totals</b>									
REVENUE TOTALS	1,234,160.00	.00	1,234,160.00	144,464.75	.00	420,383.38	813,776.62	34	1,275,049.09
EXPENSE TOTALS	1,234,160.00	.00	1,234,160.00	153,795.19	45,397.52	383,384.35	805,378.13	35	1,254,456.87
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,234,160.00)</b>	<b>(\$9,330.44)</b>	<b>(\$45,397.52)</b>	<b>\$36,999.03</b>	<b>\$8,398.49</b>		<b>\$20,592.22</b>



# Neville Public Museum Attendance and Admissions April 2011

Attendance												
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only	Programs & Meetings	Total Attendance	Total Admission Revenue
1	Fri	40	12	12	16		31			3	114	\$298
2	Sat	135	67	33	7	1				3	246	\$878
3	Sun	68	21	18	1	5	1				264	\$424
4	Mon	32	7	2	9	6	80			150	136	\$341
5	Tues	34	7	8	6	6	3				98	\$197
6	Wed	24	3	3	10	5		76		33	339	\$129
7	Thurs	28	5	4	12		2		4	126	181	\$159
8	Fri	23	2	3	14	1	21		3	82	149	\$163
9	Sat	131	32	24	2	10	10		3	224	436	\$771
10	Sun	70	21	9	12	2	1				115	\$415
11	Mon	18	2	4	9	3			2		38	\$96
12	Tues	20	2		5		77			64	168	\$289
13	Wed	19	4	2	2	5		51		161	244	\$107
14	Thurs	36	36	6	3	3	1			286	371	\$191
15	Fri	22	2	4	5	5	39		1	76	154	\$194
16	Sat	315	38	58	17	7	14		2	355	806	\$3,289
17	Sun	104	31	19	7	3	3			64	231	\$619
18	Mon	27	11	5	3	4					50	\$168
19	Tues	27	7	5	7				1	71	118	\$156
20	Wed	22	7	3	15	10		59	2	154	272	\$131
21	Thurs	41	18	6	16	5			5	24	115	\$259
22	Fri	83	35	34	4	3	2			18	179	\$524
23	Sat	113	29	27	5	6	2		3		185	\$656
24	Sun	22	7	3	2						34	\$131
25	Mon	45	18	8	24	7	160		6	116	384	\$599
26	Tues	46	8	6	5	3			2	18	88	\$254
27	Wed	27	4	9	12	6	1	105	7	183	354	\$149
28	Thurs	33	6	7	14	3	4		1		68	\$191
29	Fri	23	4	5	31	1	14		8		86	\$155
30	Sat	85	32	24	9	3	1		9	16	179	\$523
TOTAL		1,713	478	351	284	113	467	291	66	2,439	6,202	\$12,456
										Apr-10	5,324	\$4,562
										Visitors =	6,202	
										Outreach =	102	
										Grand Total Visitors & Outreach	6,304	

Handwritten signature/initials.

**Neville Public Museum  
Director's Report  
To  
The Education & Recreation Committee  
Brown County Board of Supervisors**

**June 2, 2011**

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**INTRODUCTION**

After completing two (2) months at-the-helm of the museum, it has become clear that there are some systemic and strategic issues needing to be addressed in order for the museum to not only sustain current operations, but to position itself for growth moving forward. To that end, the Director is completing his review of staff activities, internal SOPs, exhibit and program schedules, outreach efforts, partnerships and marketing/PR. This review will be complemented by the acquisition of data and opinions from community leaders, stakeholders, civic groups, museum members, peers in sister institutions and others; data currently being collected.

As part of an aggressive outreach effort to "re-introduce" the Neville to key community groups and stakeholders, the Director gave presentations to the Brown County Harbor Commission, Executive Committee of the Green Bay Chamber of Commerce and to the Optimists' Club. Presentations are currently scheduled for two Kiwanis Clubs and one-on-one meetings have occurred with numerous civic leaders, organizations and citizens. In addition, through the County's new Cluster Groups, the Director has been able to receive excellent feedback and insight from his fellow Department Heads also reporting to Ed & Rec.

The Director also participated as an invited panel expert for a UWGB-sponsored study looking at the impact and sustainability of arts and cultural organizations in Brown County as part of the Brown County LIFE Study (A Life of Arts and Culture), which was co-sponsored by the Greater Green Bay Community Foundation and Green Bay Area Chamber of Commerce.

Key among all of these activities is on-going work with both the **Museum Governing Board** and **Museum Foundation Board** vis-à-vis museum governance and accountability and concomitant preparations to engage in more robust fundraising and outreach efforts. Much of this work is being viewed in the context of flat or diminishing financial support available from Brown County.

A critical concern remains the attrition which occurred to staff. The Director is working on a case to begin adding new staff to the museum's professional core in order to develop and support a new **organization chart** based on demonstrable needs.

Finally, the Director also attended the 2011 annual meeting of the American Association of Museums (AAM), in Houston, TX. The theme of the conference was "The Museum of Tomorrow," and included a series of sessions on sustaining support for museum operations, programs and related activities in a challenging economic climate.

## **PROGRAM HIGHLIGHTS**

### **Exhibits**

The *"Alive in Wood"* exhibit, featuring the brilliant bird carvings of internationally known local artist Gary Eigenberger, opened May 7<sup>th</sup>. The exhibit will run through August 7<sup>th</sup>.

Preparations continue for a Port Exhibit being developed in collaboration with the Brown County Port Authority and harbor Commission.

The dinosaur egg exhibit "Hatching the Past" completed a successful run on May 22<sup>nd</sup>. Along with attracting members of the general public to the exhibit, numerous adjunct public programs were also offered.

In concert with Leadership Green bay, we are preparing to open *"Green Bay A to Z,"* a photo interactive exhibit featuring the significant collections we have from the Green Bay Press Gazette. As part of this project, we received an in-kind equipment contribution from IBM, valued at almost \$4,000, for computer hardware required for the production of the exhibit's multimedia, interactive kiosks. Additional fundraising by the members of Leadership Green Bay is also occurring, with a target of \$20,000 in direct support of the exhibit.

The museum is also collaborating with Mr. Cliff Cristal, the City of Green Bay and the Green Bay Packers on a proposed *"Packer Heritage Trail,"* which will provide an interactive walking tour of downtown sites important to the Packer's early history. More on this initiative will be presented over the next few months.

Two modest photo exhibits are also now on display: **Civil Rights in Wisconsin: 1964 to 1974** and the **2011 Congressional Arts Competition**, sponsored locally by Eight Congressional District Representative Reid Ribble. The winner of this latter exhibit, Ms. Meliena Zacharias, from Appleton East High School, has her winning artwork on display in the House of Congress

### **Educational Programming**

A well-attended opening for "Alive in Wood" attracted over 100 participants. A special lecture for the "Badger Boys" Civil war exhibit was given by Bob Kann. The talk was entitled *Cordelia Harvey: Civil War Angel* and attracted a sold-out crowd in the Museum's theater.

Successful public events were held for Mother's day, and are prepared for Father's day later this month. The successful 2010-2011 season for Learning in Retirement, produced in collaboration with UWGB, ended for the season. Our other public program offerings (film series, lectures, workshops) continue to be well-attended. New programs with the Girl and Boy Scouts are also in development. Public lectures are also on schedule, as are programs for the Neville's Natural History Lecture Series.

The Education Department is currently upgrading its supplies and materials for the summer outreach season, which will begin in-earnest with the first On-Broadway farmer's market and include other Downtown Green bay, CVB and civic organization events.

**Curatorial Research & Collections**

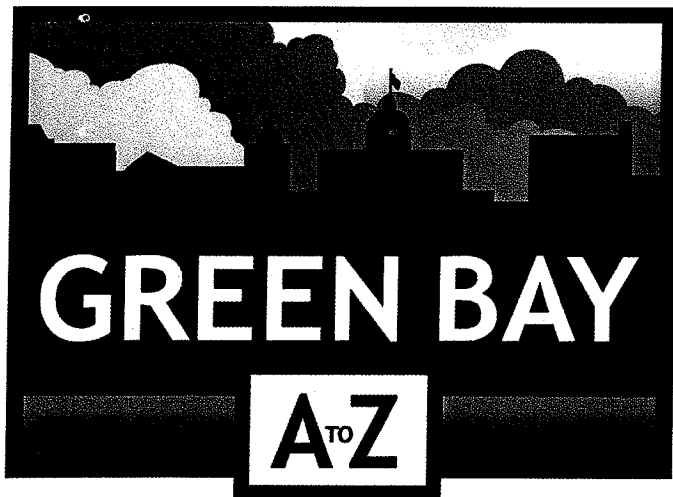
Work continues on the grant-funded photo collections project through the Institute of Museum and Library Services (IMLS). To date, over 4,000 catalog records have been entered into the Museum's database. A review of collections policy will also be undertaken in the next quarter.

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**Special Section: Community Listening Sessions****Discussion points:**

- Discussion of proposed date, time and place for the first public listening session
- Discussion of format and potential facilitator(s)
- Discussion of identified outcomes and next steps in the process of soliciting community feedback about the museum's future.





## Photographs from the *Green Bay Press-Gazette* Collection

**The Exhibit  
June 4 – September 18, 2011**

How do you choose from a million photographs? For this first of two exhibitions supported by a federal grant from the Institute of Museum and Library Services, we will take an alphabetic approach to this amazing collection covering the history of Green Bay and the region from the 1940s through the 1980s. From cheese to the YWCA, the wonderful photographs will evoke strong memories for many and show others a Green Bay they have never known.

The Neville has also been working with members of Leadership Green Bay to make the exhibit more than just photographs hung on the wall. Their volunteer and fundraising efforts will help to create a computer database containing not only the photographs, but also brief oral histories from people connected to each image. The database will continue to grow and evolve after the run of the exhibit and will be an important part of connecting our community to its past.

**Cataloging the Collection  
September 2010 to August 2013**

In July of last year, the Neville Public Museum was awarded a prestigious grant of \$130,946 from the federal Institute of Museum and Library Services (IMLS) to catalog its collection of approximately one million photographic images originally taken for the *Green Bay Press-Gazette*. Since then, we've hired two new temporary employees, Jeanine Mead and Maggie Dernehl (pictured below), who have been working with Louise Pfotenhauer, our Curator of Collections, to catalog this collection that documents major events and daily life in this region from the late 1940s to the early 1980s.



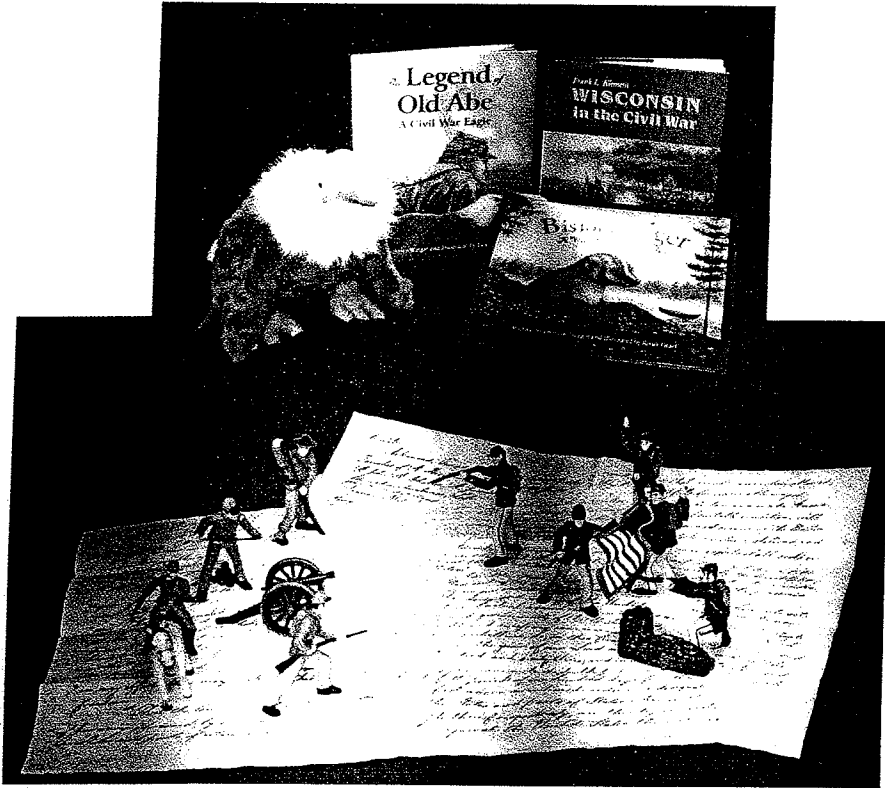
Over the three years of the project, the entire collection will be cataloged and entered into the Museum's ARGUS collections management database. We are cataloging about 1,000 images a week and expect that to improve as we work all the kinks out of the system. Currently, the collection is accessed through a 300+ page typed list of subject headings—a searchable digital catalog will increase the accessibility of the collection astronomically.

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas.

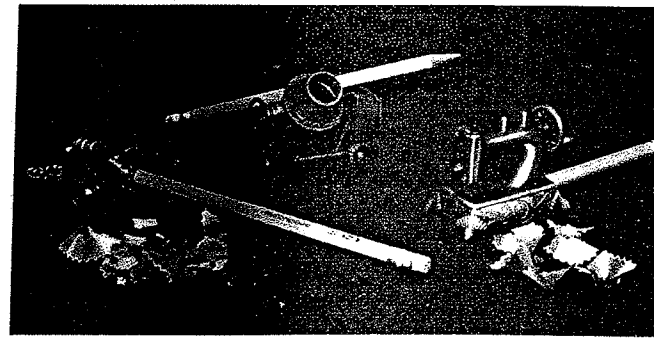


111

# See what's new in the Neville Gift Shop!



Civil War -books -toys -posters -documents

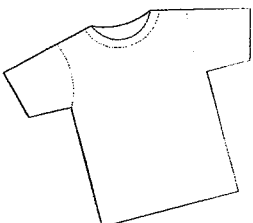
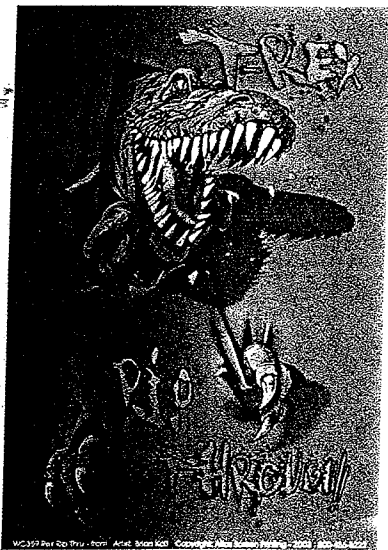


Pencil Sharpeners



Packer Items

## Kids T-Shirts



## May Calendar of Events

- 4 Traveling Treadlers Fiber Arts Guild. 10am—2pm.
- 4 International Film Series: *D.W. Griffith Shorts*. 7pm. Free.
- 7 Mother's Day Crafts: *Pick a Chore Bouquet*. 9:30am—4:30pm. Free with Museum admission; donations appreciated.
- 8 Mother's Day Crafts: *Pick a Chore Bouquet*. Noon—4:30pm. Free with Museum admission; donations appreciated.
- 8 Mother's Day: free admission for mothers. Noon—5pm.
- 11 Natural History Lecture Series: *The Harpy Eagle*. Presented by Gary Eigenberger. 6:30pm. Free.
- 11 Neville Public Museum Astronomical Society Monthly Meeting: *Observing Night*. 7pm. Free.
- 13 Photo Op for Art. Have your original artwork professionally photographed. 9am—4:30pm. Call Marilyn at (920) 448-7846 for more details.
- 14 Photo Op for Art. Have your original artwork professionally photographed. 9am—4:30pm. Call Marilyn at (920) 448-7846 for more details.
- 18 Poetry Night: *Nancy Rafal*. 6pm: Sign-up for Open Reading; 6:30pm Open Reading; Featured Reader to follow. Free.
- 18 International Film Series: *Bhutto*. 7pm. Free.
- 21 Traveling Treadlers Fiber Arts Guild. 10am—2pm.
- 25 Civil War Lecture Series: *Wisconsin's Civil War Memorials*. Presented by Matt Welter, Curator of Education at the Neville Public Museum. 6:30pm. Free.
- 25 Neville Public Museum Geology Club Monthly Meeting: *Geology of Golden Island and Why "WI" Should Care*. Presented by Elizabeth Gordon of UW-Parkside. 7pm. Free.
- 30 Memorial Day. Museum CLOSED.

### Celebrate Mother's Day and Father's Day at the Museum!

Mother's Day—Sunday, May 8—all mothers will receive free Museum admission, a 15% discount in the Neville Gift Shop.  
 Father's Day—Sunday, June 19—all fathers will receive free Museum admission, a 15% discount in the Neville Gift Shop.



Don't miss your chance to see *Hatching the Past: Dinosaur Eggs & Babies*, closing May 22!

## June Calendar of Events

- 1 Traveling Treadlers Fiber Arts Guild. 10am—2pm.
- 8 Natural History Lecture Series: *Birds of the Bay Beach Wildlife Sanctuary*. 7pm. Free.
- 15 Poetry Night: *Karla Huston*. 6pm: Sign-up for Open Reading; 6:30pm Open Reading; Featured Reader to follow. Free.
- 18 Traveling Treadlers Fiber Arts Guild. 10am—2pm.
- 19 Father's Day: free admission for fathers! Noon—5pm.
- 19 Father's Day Activity: Civil War Scavenger Hunt. Free with Museum admission; donations appreciated.
- 22 Neville Public Museum Geology Club Monthly Meeting: *Geology of Japan*. Presented by Jeri Euclide of the Neville Public Museum Geology Club. 7pm. Free.
- 25 Kids Day! Birds in Art & History. Eagle Bird Mosaic Craft, \$3 per person; take a picture next to "Old Abe" in our Badger Boys exhibit, and participate in a 'bird call' scavenger hunt through the *Alive in Wood* exhibit. 9:30am—4:30pm.
- 29 Civil War Lecture Series: *In Defense of Liberty and Freedom: A View from a Wisconsin Volunteer in the Civil War*. Presented by Thomas Rowland of UW—Oshkosh. 6:30pm. Free.

### Exhibit Schedule

Through Nov. 6	<i>Badger Boys: Northeast Wisconsin and the Civil War</i>	Opening May 7	<i>Alive in Wood: Bird Carvings by Gary Eigenberger</i>
Through Apr. 24	<i>Miles Bair: The Fleeting Landscape</i>	Through May 22	<i>Hatching the Past: Dinosaur Eggs &amp; Babies</i>
Through May 1	<i>Legacies Arts Project</i>	Opening June 4	<i>Green Bay A to Z: Photographs from the Green Bay Press-Gazette Collection.</i>

### Permanent Exhibit/Program Areas

- On the Edge of the Inland Sea
- Hometown Advantage: The Community and the Packers, Video Exhibit
- Discovery Room
- Highlights from the Neville's Photograph Collection
- Studio 210: Working Regional Artists

## April Calendar of Events

- 6 Traveling Treadlers Fiber Arts Guild. 10am—2pm.
- 6 Documentary Film, *I Remember Better When I Paint*, followed by a panel discussion. Held in conjunction with Legacies Arts Project. 7pm. Free.
- 9 Documentary Film, *I Remember Better When I Paint*, followed by a panel discussion. Held in conjunction with Legacies Arts Project. 2pm. Free.
- 13 Natural History Lecture Series: *Mosquitoes*. Presented by Michael Draney. 6:30pm. Free.
- 13 Neville Public Museum Astronomical Society Monthly Meeting. Presented by Karri Ferron of *Astronomy Magazine*. 7pm. Free.
- 14 Guided art gallery tour of *Miles Bair: The Fleeting Landscape*. Noon. Free with Museum admission.
- 16 *Dino Egg Hunt*. Make dino nests, dig for dinos, scavenger hunt, and a chance to win a talking dino! 9am—5pm. Cost: \$10/child (general public) or \$8/child (Friends of the Neville member).
- 16 Traveling Treadlers Fiber Arts Guild. 10am—2pm.
- 16 Documentary Films, *Do Not Go Gently*, 2pm; *Runaway Train*, 3:15pm; followed by a panel discussion. Held in conjunction with Legacies Arts Project. Free.
- 20 Poetry Night: UWGB. 6pm: Sign-up for Open Reading; 6:30pm Open Reading; Featured Readers to follow. Free.
- 20 Free professional memory assessments. 9am—5pm. Registration required. Call Legacies Arts Project at (920) 593-3599.
- 20 International Film Series: *Native American Filmmaking*. 7pm. Free.
- 27 Civil War Lecture Series: *Cordelia Harvey: Civil War Angel*. Presented by Bob Kann of UW—Madison. 6:30pm. Free.
- 27 Neville Public Museum Geology Club Monthly Meeting: *Topaz*. Presented by Michael Riesch of Earthaven Museum. 7pm. Free.



### Our Wish List:

Can you help us with any of these items? For more info, please call (920) 448-7847.

\* Postage Stamps

\* A new van! (or new for us)

\* Sponsorship for 67th Art Annual awards:

One of four Artistic Merit Awards at \$200 each, or the Best of Show Award at \$500



### Welcome to Our New Friends!!!

Join us in welcoming the following new members of the Friends of the Neville. Thank you so much for your support!

**Individual:** Juliana Gerrits, Alma Hermansen, Marge Switzer, Patricia L. Jansen, Joe Krawczyk, Peter Cardinal, Patricia Huempfer, Amy Matthys, Mary Eisenreich, Charlotte Q. Gravin, Karen M. McKenna, Louanne Crowder

**Family:** Paul & Colleen Kendle, Tracie Muenster, Lynn M. Bagniet, Sharon & Tom Chase, Tony & Bobbie Lison, Deanna Fruzyna, Steven Handrick, Todd & Barbara Fontaine, Kelly O'Connell, Nancy Lehms, Jason Baierl, Ray & Chris Perry, Estelle Frigo

**Explorer:** Steve & Nancy Batterman, Sam Chandler

**Corporate:** BelGioioso Cheese, Nicolet National Bank

### Become a Friend of the Neville!

There are many different membership levels ranging from Individual to Corporate, with benefits including free admission, a 10% discount in the Neville Gift Shop, invitations to exhibit opening receptions, and more! Call (920) 448-7847 or visit our website at [www.nevillepublicmuseum.org/foundation](http://www.nevillepublicmuseum.org/foundation) for more details.

### Staff Directory & Contact Information

**Museum Main Phone,** (920) 448-4460

**Admissions Desk/Security,** (920) 448-7842

**Gift Shop,** (920) 448-4462

**Gary Geyer, Security Supervisor,** (920) 448-7853

**Jean Hermes, Clerk-Typist II,** (920) 448-7840, [hermes\\_jm@co.brown.wi.us](mailto:hermes_jm@co.brown.wi.us)

**John Jacobs, Curator of Science,** (920) 448-7849, [jacobs\\_jp@co.brown.wi.us](mailto:jacobs_jp@co.brown.wi.us)

**Rolf Johnson, Director,** (920) 448-7843, [johnson\\_re@co.brown.wi.us](mailto:johnson_re@co.brown.wi.us)

**Larry La Malfa, AV Technician,** (920) 448-7852, [lamalfa\\_lj@co.brown.wi.us](mailto:lamalfa_lj@co.brown.wi.us)

**Rebecca Looney, Curator of History,** (920) 448-7848, [looney\\_ra@co.brown.wi.us](mailto:looney_ra@co.brown.wi.us)

**Louise Pfothner, Curator of Collections,** (920) 448-7845, [pfothner\\_lc@co.brown.wi.us](mailto:pfothner_lc@co.brown.wi.us)

**Kathy Rosera, Office Manager, Neville Public Museum Foundation** (920) 448-7847, [rosera\\_kh@co.brown.wi.us](mailto:rosera_kh@co.brown.wi.us)

**Pam Sloma, Administrative Assistant, Neville Public Museum Foundation** (920) 448-7874, [sloma\\_pl@co.brown.wi.us](mailto:sloma_pl@co.brown.wi.us)

**Marilyn Stasiak, Curator of Art,** (920) 448-7846, [stasiak\\_mf@co.brown.wi.us](mailto:stasiak_mf@co.brown.wi.us)

**Matt Welter, Curator of Education,** (920) 448-7851, [welter\\_mt@co.brown.wi.us](mailto:welter_mt@co.brown.wi.us)

## 2011 meeting of the American Association of Museums

### Conference Theme "The Museum of Tomorrow"

#### Notes from Technical Sessions and Symposia

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Below are the technical sessions and symposia attended by Neville Public Museum Director Rolf Johnson. Full session notes are now being prepared for distribution to 1) the County Executive, 2) members of the County Education & recreation Committee, 3) members of the not-for-profit Neville Public Museum Foundation Board and 4) other interested parties and stakeholders.

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**Sunday, May 22**

**Session Name: A Dialog on Governance Models and Governance Partners**

**Session Name: We have 10,000 Followers... Now What? Evaluating Social Media's Impact**

**Session Name: Building Staff for the Museum of Tomorrow**

**Session Name: Capital Campaign Clinic: Planning & Fundraising Museums for Tomorrow**

**Evening Event: Director's and CEOs Reception**

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**Monday, May 23**

**Session Name: Inside the "Magnetic Museum"**

**Session Name: GENERAL SESSION, Museum Town hall: Tough Economy, Tough Choices**

2011 meeting of the American Association of Museums

Session Name: Reinventing Your Membership Program to maximize Financial Impact and Member Engagement

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Tuesday, May 24

Session Name: Leading Change (for Director's and CEOs)

Session Name: Museums Need You: Partnering to Enhance and Enliven the Community

Session Name: Creating the Museum of the Future Through Public Value

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Wednesday, May 25

Session Name: Empowering Staff to Take Creative Risks

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on May 19, 2011 at 6:00 p.m. at the Brown County East Branch Library, 2255 Main Street, Green Bay, WI

**PRESENT:** TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, KATHY PLETCHER, PAUL KEGEL

**EXCUSED:** TONY THEISEN

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler and Eileen Below (staff);

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA

Motion by Froelich, seconded by Kegel, to approve the agenda. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

### COMMUNICATIONS

A letter was received from Senator Hansen thanking Lynn for contacting his office regarding state budget and policy issues. The letter also stressed the importance of libraries. Lynn received similar emails from other representatives whom she had contacted.

### OPEN FORUM FOR THE PUBLIC

Eileen Below, East Branch Manager, welcomed the Board. Recent branch activity has included interfiling the paperback and hardcover mysteries, science fiction and fantasy books. It has gone so well that the fiction books will be done in the same way. Staff is working on better accommodations for personal laptop users. In particular, the branch is in need of more outlets (there are only three). Options for adding additional outlets will be explored.

### REPORT OF SUNDAY HOURS SURVEY – JOHN HAGAR- UWGB STUDENT INTERN

Lynn Hoffman introduced John Hagar who has been interning at the Central Library during his spring semester at UWGB. Hoffman commented that he has been a tremendous asset as staff has been looking at Sunday service at the Central Library in comparison with a model of opening and overlapping hours at two regional branches.

John explained his project - a survey whose goal was to evaluate how people are using Sunday hours and to determine if the current Sunday hours best serve the community. "Best serve" was defined as to mean that the least amounts of people are excluded from access to library service and the highest amounts are included.

265 patrons participated in the survey on three Sundays. Questions included, "Why did you come to the library? (Practice); "Why do you *think* people come to the library?"(Perception); and "Which services are most important?"(Values). Findings showed, of those who were surveyed, that most live closest to Central, geographically; 72% were walkers who visit the library more than once a week; 80% drive; 79% normally go to Central; 43% stay at the library during their visit; 57% get their materials and go while 64% perceive that people stay; and 72% stay based on what they value.

Overall, people value and appreciate the number of materials the Central Library offers; the compartmental nature that offers space for the whole family; and the sense of community the atmosphere provides. Sixty of the 265 people surveyed still come to Central even though they may live closer to another location. Within the limitations of the survey, analysis shows that while opening two branches could be more economical, the Central Library provides the most inclusive service to county as whole.

The Board thanked John for his work and presentation.

### INFORMATION SERVICES REPORT ON SERVICE RECEIVED

Lynn Stainbrook reviewed some items from the written report. The OverDrive Download Stations are installed at all locations and are gaining popularity. The Technical Services Department continues to work on streamlining on-order records and final bibliographic records. The Symphony upgrade (version 3.4) has been installed on a test server. This will allow staff to use it and see the impact of changes before installing it on the production server. The WorldCat issue should be resolved soon as EX Proxy authentication software has been purchased. This will allow remote authentication to users wishing to use FirstSearch for Interlibrary Loan purposes. The upgrade to PC Charge for Envisionware cash drawers has been installed.

ka

## **FACILITIES REPORT**

### **a. Central Library Renovation**

**i. Report of Task Force** Kathy and John (Task Force co-chairs) have had a couple meetings. Two sub-groups, financial and education /PR have been formed.

John reported on the recent finance group meeting. Boldt's cost proposal (direct costs versus overhead costs) was reviewed. Dave Sachs from Boldt will be attending the next meeting. They will continue to look for areas where costs can be reduced. Areas for naming rights will be determined as well as an associated cost. This is preliminary action because the project has to be approved first. It will be important to use consistent terminology so that the message is constant and reliable.

Lynn Hoffman reported on behalf of the education sub-group. She showed the PowerPoint created together with Molly Vandervest from Downtown Green Bay, Inc. (DGBI) for a meeting with local public relations experts to gain their insight. It will be a good presentation to show key leaders and others as it displays the essence of project. Meetings will be scheduled with the County Executive, the Mayor and leaders from other municipalities.

Kathy Pletcher feels a sense of urgency in moving this project forward. Costs will grow inaccurate as time goes on. Lynn Stainbrook agreed that educating the community and garnering support is key. Schematics of 'what it could look like' may be a helpful tool when presenting the project to others.

**b. Solar Energy Projects** Curt reported that the Weyers-Hilliard solar project (two tracking pedestal solar panels) will take place in late August or early September. Fundraising for the Kress PV solar panel project is still \$19,000 short of the goal and the deadline is approaching quickly.

### **c. Other Activity**

Curt reported that the new card access system is complete for Weyers-Hilliard, Kress and Central. The building envelope is almost complete at Ashwaubenon and their new direct digital control is in and operating. Ashwaubenon's new 'storefront' is installed. Bathroom renovations at Southwest and Ashwaubenon are being considered to make them ADA compliant as well as more efficient. Curt will provide more information once it is received.

## **ACCOUNTANT'S REPORT**

**a. Financial Report** Lori distributed the April financial report. **Motion** by Buboltz, seconded by Froelich, to approve the April, 2011 financial report. **Motion carried.**

**b. Acceptance of Gifts, Grants and Donations** The April, 2011 report was distributed. Motion by Kegel, seconded by Golomski, to accept the April, 2011 Gifts, Grants and Donations as presented below:

### **Gifts & Donations**

04/06/11	Kathryn Daley - In Memory of Arthur J. Daley	400.00	Adult Materials
04/06/11	Ashwaubenon Lioness	500.00	Large Print Materials
04/06/11	Friends of Brown County Library	50.00	Kress Performer
04/27/11	Sue White - In Memory of Mike Quinette	15.00	Kress Adult Materials
04/27/11	Trisha Tetzlaff	500.00	Wri Play Away Materials
04/30/11	Ashwaubenon	18.59	Donation Box
04/30/11	Bookmobile	3.00	Donation Box
04/30/11	East	34.58	Donation Box
04/30/11	Weyers/Hilliard	48.51	Donation Box
04/30/11	Central Circulation	136.72	Donation Box
04/30/11	Kress	23.80	Donation Box
04/30/11	Adult Services	15.74	Donation Box
04/30/11	Pulaski	7.75	Donation Box
04/30/11	Southwest	27.99	Donation Box
04/30/11	Wrightstown	27.21	Donation Box
	<b>Total Donations</b>	<b>\$ 1,808.89</b>	

### **Federal & State Grants**

4/30/2011	Department of Energy	\$ 28,153.25	Energy & Conservation
4/30/2011	Nicolet Federated Library System	\$ 15,183.30	Collection Development
4/30/2011	Nicolet Federated Library System	1,961.24	Continuing Education
	<b>Total Grants</b>	<b>\$ 45,297.79</b>	

**Motion carried.**

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c. **Carryover Funds** Funds have been entered into our budget. Some projects tagged for donation carryover have come in under budget.

**APPROVE BUDGET ADJUSTMENT FOR SKYLIGHT PROJECT AT CENTRAL LIBRARY FOR \$300,000**

**Motion** by Hickey, seconded by Buboltz, to approve a budget adjustment in the amount of \$300,000 that provides federal funds for the skylight replacement project at Central Library. **Motion carried.**

**APPROVE PURCHASE OF ADDITIONAL SAM LICENSES TO ALLOW WIRELESS PRINTING FROM LAPTOPS**

Potential print revenue for wireless printing from library-owned and patron-owned laptops will be further analyzed to determine if revenue warrants wireless printing capabilities in all locations. **Motion** by Buboltz, seconded by Froelich to approve up to \$5,455 for wireless printing for library-owned laptops and up to \$5,105 for wireless printing for patron-owned laptops. **Motion carried.**

**APPROVE TABLE OF ORGANIZATION CHANGE/FILLING OPEN POSITIONS**

Lynn Stainbrook met with Debbie Klarkowski (HR) to discuss the process and order of filling open positions and it was agreed that the library would no longer have to go to different committees for approval in order to fill positions but the Library Board needs to approve filling open positions. **Motion** by Buboltz, seconded by Kegel to approve filling the Pulaski Branch Supervisor position at Pulaski. **Motion carried.**

Lynn Stainbrook explained that when clerk positions open, they are evaluated to confirm that the number of hours is adequate and the location is the right one. Lynn would like to use some saved clerk hours and use them to increase the Library Associate cataloging position in Technical Services from 19.5 hours to 25 hours. **Motion** by Hickey, seconded by Pletcher to increase the Library Associate position in Technical Service to 25 hours per week from 19.5 hours using savings gained from a reduction in clerk hours. **Motion carried.**

An unfunded 20 hour per week Senior Library Assistant position exists in the Table of Organization. Lynn Stainbrook recommended to the Library Board to delete this position. **Motion** by Kegel, seconded by Golomski to delete the 20 hour per week Senior Library Assistant position in the Table of Organization. **Motion carried.**

**APPROVE MODIFICATION OF LATE OPENING FOR PURPOSE OF ALL-STAFF WORKSHOP**

The Library Board previously approved a late opening on October 7 for the purpose of an all-staff workshop. The speaker who was scheduled that day cancelled. The all-staff workshop has been re-scheduled for September 30. **Motion** by Golomski, seconded by Kegel to approve the late opening date change from October 7 to September 30 with all locations opening at 2:30 p.m. **Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM**

a. **Monthly update** No update.

**PRESIDENT'S REPORT**

Terry did not have a report but complimented the Task Force. He also thanked Paul for his efforts in seeking new Board members.

**DIRECTOR'S REPORT**

Lynn distributed her report.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

**ADJOURNMENT**

**Motion** by Pletcher, seconded by Froelich, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:05 p.m.

**NEXT REGULAR MEETING**

June 16, 2011

Southwest Branch Library  
974 Ninth Street, Green Bay  
6:00 p.m.

Respectfully submitted,

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Carla Buboltz, Library Board Secretary  
Sue Lagerman, Recording Secretary

**PROCEEDINGS OF THE JOINT MEETING "LISTENING SESSION"**  
**BROWN COUNTY EDUCATION & RECREATION COMMITTEE**  
**of the BOARD OF SUPERVISORS,**  
**NEVILLE PUBLIC MUSEUM GOVERNING BOARD, and**  
**BOARD OF DIRECTORS of the**  
**NEVILLE PUBLIC MUSEUM FOUNDATION**

Pursuant to Section 19.84 Wis. Stats., a special meeting **Listening Session - Brown County Education & Recreation Committee of the Board of Supervisors, Neville Public Museum Governing Board, and Board of Directors of the Neville Public Museum Foundation** was held on June 14, 2011 at the Neville Public Museum – Museum Place, Green Bay WI

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Rolf Johnson, introduced himself as the new director of the Neville Public Museum, thanking those who attended this museum listening session, noting the incredible potential the museum has moving forward. He asked for input, ideas, advice, thoughts, and passions as to what the community would like to see in the future. Johnson pointed out the role the museum can play in public education, as well as economic development and stimulus.

- I The meeting was called to order by Chairman Jesse Brunette at 6:10 p.m.

**Education and Recreation Committee Roll Call:**

Present: Brunette, Clancy, Carpenter, VanVonderen  
Excused: VanderLeest

- II. **Museum Governing Board Roll Call:**

Kevin Kuehn, Chairman, Kramer Rock, Jesse Brunette  
Excused: Hoops, Joski, Wetzel

- III. **Board of Directors of the Neville Museum Foundation Roll Call:**

Kramer Rock, Jim Kalny, David Pamperin, Carol Jones, Jerry Mader  
Excused: Rivett, Ford, Bruss, Harden, Hoslet, Horak, Salmon

Also Present: County Executive Troy Streckenbach,  
Green Bay Mayor Jim Schmitt, Museum Director Rolf Johnson  
Supervisor Carole Andrews, Other Interested Parties

- IV. **Approve/Modify Agenda:**

**Motion made by Supervisor Carpenter and seconded by Supervisor Clancy to approve. MOTION APPROVED UNANIMOUSLY**

**Museum**

1. **Comments from Chairman Jesse Brunette:**

Chairman Brunette explained that the purpose of this meeting is allow the public to address the three collective groups who are responsible for making decisions regarding the funding and operation of the Neville Public Museum, along with County Executive Troy Streckenbach. He stated they are interested in opinions

on admission charges, whether exhibits are informative and entertaining, ideas for future exhibits, etc. Brunette stated the vision of the Neville is bright and he hopes that renewed optimism will make the Neville a premier cultural institution in Northeast Wisconsin.

**2. Information Gathering from Members of the Public concerning the Future Development of the Neville Public Museum with follow-up questions from Panel Members:**

Nancy Mamalta – Stated she has noticed a difference in the museum within the last two months in the area of communication, specifically articles in the press on new events and activities. She suggested consideration of children's activities during the summer months.

Harry Meyer – Suggested that the museum consider a weekly publication in the Green Bay Press Gazette describing activities, similar to what is done by the Brown County Library. He agreed with the suggestion by Ms. Mamalta regarding summer activities for children.

Jim O'Rourke – Stated he is a realtor with Olejniczak Realty with one of his jobs being to explain the history of Green Bay to people who are thinking of relocating and taking jobs in this city. One thing he likes to do is to show how Green Bay fits into the national picture with regard to development of the country. O'Rourke indicated he would like to see the museum be a gathering place for stories of the history of this community.

Randy Westberg – Stated that the museum is an "undervalued" asset to the Green Bay area. He is a member of the Neville Geology Club, noting that 2012 will be the 50<sup>th</sup> anniversary of this club and many activities are planned.

Randy Phillips – President of the Neville Geology Club. Stated he has been associated with the Neville for over 30 years. He pointed out that although the Museum is part of the cultural quality of the community, it is at times seen as a "cash cow". In the past the County has had a responsibility to maintain the museum, with the Foundation responsible for exhibits. At this time that responsibility has shifted, and it is unclear just who is responsible for fund raising, etc. From an education standpoint, Phillips opined that the cost of museum access is growing beyond what the average school child and family are able to pay, suggesting family rates be considered.

Jim Sanderson – Noted that the museum is in possession of a chronological photography collection, asking that effort be made to have a more permanent display. In addition, he pointed out that on visits he has made to the museum, he has found security to be an "overkill", feeling like he was being followed. Sanderson stated he would like to see a more relaxed environment.

Mayor Jim Schmitt – Thanked the committee and the Museum Board and Foundation for holding this listening session. Stated that the public needs to understand how important the museum is and how it can help economic development, how it can attract higher wage earners, what it does for community pride, etc.

Supervisor Carpenter suggested that the Mayor and County Executive Streckenbach consider a marketing spot which would show cooperation between the City and the County. Both agreed they could work together, along with other business leaders and educators in the community.

Kevin Kuehn – Speaking as Chairman of the Museum Governing Board stated that the bottom line is a shortfall of money. He indicated that a way to help that situation would be for more of the public to join the Museum Foundation at \$50 a year. He asked that attendees urge their friends and family, service organizations, etc. to do this.

Kramer Rock – Thanked all those who attended explaining that the Museum is working in collaboration with UWGB, and hopefully St. Norbert to determine what the public would like the museum to be. Past surveys show that the public is interested in a museum in the Green Bay community.

Rolf Johnson – Museum Director for approximately two months, Mr. Johnson stated it is recognized that this is a period of profound change within the socio economic environment, political environment, and educational system. There are some museums throughout the country that are being closed. Johnson indicated that museums are a “value proposition” and several things must be done to succeed, i.e. to offer value, to look beyond tradition, to be relevant, and to incorporate new technologies. He pointed out the importance of involving youth with focus in areas of geology, astronomy, and history. Johnson expressed great enthusiasm over the fact that in 2015 the Neville will be 100 years old. He sees this as an opportunity to move the institution forward.

3. **Closing Comments:**

Chairman Jesse Brunette closed the listening session with his thanks to all those who contributed to the meeting, stating that although somewhere along the way the public perception of the museum has deteriorated and opportunities have been lost, sessions like this will help to develop a new strategic plan.

4. **Such Other Matters as Authorized by Law: None**

**Motion made by Supervisor Carpenter and seconded by Supervisor VanVonderen to adjourn at 7:00p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,

Rae G. Knippel,  
Recording Secretary

## **PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, June 13, 2011 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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PRESENT: Kramer Rock, Bob Jossie, Jesse Brunette, Pat Wetzel

EXCUSED: Kevin Kuehn, Kyle Hoops

ALSO

PRESENT: Rolf Johnson, Jean Hermes

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### 1. CALL MEETING TO ORDER

Vice Chairman Kramer Rock called the meeting to order at 4:50

### 2. APPROVE/MODIFY AGNEDA

Motion made by Jesse Brunette and seconded by Pat Wetzel to approve the agenda. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

### 3. APPROVE/MODIFY MINUTES of March 14, 2011

Motion made by Pat Wetzel and seconded by Jesse Brunette to approve. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

### 4. REVIEW/MODIFY SUMMARY of May 9, 2011.

Motion made by Pat Wetzel and seconded by Kramer Rock to approve. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

### 5. Director's Report

Rolf reported on work related to reviewing the Governance Model for the museum. He informed the board that there is discussion going on regarding the changing view of Governance throughout the museum industry, as reflected in session topics at the 2011 AAM meeting. An organizational chart was distributed which reflects the current organization structure of the Neville. Rolf pointed out that this is not the most efficient way for the museum to "do business", including everything from facilitating operations, interactions with county employees and the very important and growing relationship with the Foundation. Rolf, as a point of reference, asks if anyone at the meeting would like to discuss this matter further, since he has asked for an internal review of museum governance by the County Executive and Museum Foundation, and believes the distributed org chart adequately reflects the current situation here. Discussion of the organizational chart follows.

Later in the meeting Rolf will ask for feedback in terms of his interactions with, and reporting to the Governing Board. Rolf is also trying to change the interaction he has (versus that of his predecessor) with the County's Ed & Rec Committee and is trying to restructure that relationship. Further explanation of the flow chart ensues.

Rolf observes that he is generating a lot of "parallel reports" that have virtually the same data. He believes this process is complex and overly complicated as well as taking inordinate amounts of time. There seems to be a recognition that we could do things to improve the actual reporting structure and streamline how these bodies (the Ed & Rec Committee, the Museum Foundation and the Governing Board) interact together, ideally through the office of the Museum Director.

Rolf realizes that the Foundation employees, as a complement to County staff, are doing critical work; not only helping the Foundation Board take care of financial reports etc. but they are also doing the marketing for the Museum. Community members and stakeholders Rolf has interacted with during his first three months here have identified marketing is a "weak link in the chain," and he feels that the Governing board should be made more aware of this issue given the implications for earned revenue and attendance at the institution.

Rolf defers to Kramer regarding the internal analysis and assessment of governance that is now occurring on the part of the Foundation. The County Executive is aware that this analysis is occurring, with the goal of better defining possible governance changes moving forward.

Kramer feels that there is ambiguity within the community in terms of the "go to" person for the Museum. He wants to assure that we are not paving a road forward that no one knows about. The Foundation is therefore evaluating the concept that there should be one face representing the museum to go out in the community. In the model being explored, the Museum Director would also wear the hat of non-compensated CEO of the Foundation. This would allow a permeable membrane between the two entities where the Director goes back and forth in his work between the Museum (i.e. Brown County) and Foundation. He is not suggesting that the primary responsibility of fund raising falls on the Director because that would be an unfair burden. The Foundation is still looking for a Development Director and is conducting interviews. They believe that they have a good candidate for the position.

Adopting this governance model would let the public (and potential funders) know that the Director of the Museum is also the head of the Foundation. Bob Jossie questions if that means that the Director would directly report to the Foundation. Kramer states that this is not the case and that's why they are trying to stay away from any elected official or public person questioning whether or not taxpayer money is going to the Foundation. The Foundation is trying to convey the symbolism of this reorganization while still maintaining a distinction between the work being done for both entities. Symbolically, within the community there would be a clearer understanding that the Museum Director represents the "whole" Museum, i.e. he's the head of the Foundation's support activities and the Director of the Museum's operations.

In reality, Rolf would do what would normally be done on a daily and annual basis anyway: go out with the fund raising person on requests, but not have to initiate everything related to fundraising. Kramer wants to make sure that the elected officials don't sense that tax payers are funding the Foundation's activities. Foundation staff at the Museum would still report to the Board of Directors of the Foundation eliminating any paper shuffling, annual revues, liability etc. on the part of the Museum Director.

Rolf adds that this can help to clarify and strengthen the public/private partnership between the County and the Foundation. You can have this segregation of the two entities but in effect you're running integrated operations through one office. Rolf believes this will clarify, for the general public, that there is one person you can go to in order to find out what is happening in the Museum, not only on a daily basis but strategically one or two years from now. If pursued, this new governance model can be put into effect on a one-year, trial basis. A new org chart will need to be developed to show this new relationship between Museum and Foundation.

One additional motivation for the above analysis is coming from the County Executive, who has encouraged Rolf and the Board of the Foundation to develop some alternative governance models that he can look at. The Executive is trying to figure out the best path forward for sustaining the Museum, from maintaining the status quo to becoming an enterprise like the Zoo or completely privatizing the Museum.

Rolf notes that there was a fundraising committee meeting at the Museum last week and at that time, by their own admission, the members admitted to working tactically rather than strategically on development. Given the collective need to change this approach, a new development strategy needs to be created from the Director's office, in-concert with the Foundation.

Kramer feels that the Foundation should hire someone for the Development Director position who is already connected to the local, philanthropic community, who can get out, get the doors open, and approach people known to be potential donators to the Museum.

Jesse states that he likes the governance change idea and has always felt the Foundation role to be confusing as it relates to the government (County) role in support of the Museum. However, he is concerned that the Ed & Rec Committee and the County Board may perceive this new idea as a threat and understands that more research into the legalities of a changed relationship, and the role of the Museum Director, is necessary. He also believes that the previous Director's management style was that of a "nine-to-five" person and he feels Rolf's strengths are much more suited to the extra work that this new governance model would entail.

Rolf would like to see someone hired for the Foundation development position as soon as possible so that he can act on the connections that he is already making and that they will also make for him.



Pat Wetzel likes the idea of a "Museum guy" that is recognized as the go to person for these important development tasks.

Rolf proceeds with his Director's Report and talks about operational highlights since the last Governing Board meeting. He discusses productive meetings with the County Executive. He mentions the take-home message that the County Executive gave to all of the County Department Heads, which was to expect the budgets for the next two years to be very challenging, referencing a minimum \$3.5 million shortfall for FY 2012. The County Executive is on record as saying that he really would like to drop the FY 2012 budget down to save \$5 million (i.e. an additional \$1.5 million) with a goal of being able to reinvest the initial savings back into capacity building. Rolf has also met internally with County "cluster groups" to look for efficiencies and collaborative ideas from fellow Department Heads. For example, the Harbor Commission is interested in telling the story of the port. Rolf sees the Museum involved in this project. Rolf will articulate services to other County departments (e.g. marketing) that the Museum could supply.

Rolf thanks Kramer Rock for the tremendous amount of time and energy that he has given to Rolf the last couple of months bringing Rolf up-to-speed. The fact that we are being tactical in our approach now - and need to turn quickly to working strategically - is stressed. Rolf has been approached by all kinds of people asking how they can help the museum. Example: Voyager Magazine, a history publication, has allowed us to place a half page ad marketing two museum exhibits (Badger Boys and Green Bay A to Z). We have paid for the ad up front and the magazine has written a check back to us to pay for the ad.

One of the things Rolf would like to do with Arketype is to have them help us develop a "reintroduction" campaign, i.e. to reintroduce the Neville Museum to our audiences. We need to reintroduce the Neville to the general public, stakeholders and politicians. Jesse Brunette agreed. Rolf has also engaged in a fair amount of public outreach including the Harbor Commission meeting and the port related work, the Optimist club, two Kiwanis meetings, the Executive Committee of the Chamber of Commerce, Retired Federal Employees and other assorted one-on-one meetings. Rolf credits Foundation members in helping connect him to people he should meet. Rolf plans to meet and greet as many people as possible over the next few months to talk about what might be happening at the Museum as we move forward.

Rolf is also in the process of reviewing internal policies, standard operating procedures and problems that we are already running into. He gives an example of the current fee sheet. He asks for the Foundation's help in creating better vehicles (e.g. events) for earned revenue generation. Rolf feels that we are not at the price point for the market. Also, he is finding himself in hard but productive negotiations with the UW-GB, Learning in Retirement group. The Museum loves the number of people attending but very few are members and they do not pay an additional admission fee. Rolf feels we are giving them "a steal" on room rental. Rolf asks the Foundation to work with him on this and other activities with earned revenue potential. Rolf is reviewing existing policies and needs to make recommendations to the Governing Board, Ed & Rec, and the Foundation to improve and develop said policies.

The staff is currently in a mode of "quantity over quality," turning out exhibit after exhibit. What we need to do moving forward is to concentrate on quality and impact. Program evaluations and exhibit evaluations are now in progress.

Rolf notes his request with the County for ticketing software and the need for demographic data as we make programmatic changes.

Other evaluations include space assessments for all our rooms and how they can be better utilized.

Rolf is very pleased with his interactions with the Ed and Rec Committee. Jesse agrees there is a good relation with the committee.

Rolf feels that the "Community Listening Session" scheduled for Tuesday, June 14 is a key element in reintroducing the community to the Museum. The session is a positive way to look into the future of the Museum while engendering community buy-in and support.

Jesse reports that the agenda includes ED & Rec role call, Governing Brd. role call, Board of Directors of the Museum Foundation role call. Jesse will make some introductory comments and then gather information from members of the public concerning the future development of the Neville Public Museum, with follow up questions from panel members. The notice regarding the session is out to the public and Jesse hopes for a good turn out. Kramer is concerned questions will be awkward for the general public. Jesse states that he will be the facilitator and steer the conversation in the right direction. If the conversation becomes misguided, Jesse will go back to the premise that it is actually a listening session and no formal action will be taken.

Rolf feels that one thing that should be discussed a little more before the session are the mechanics and format of the meeting. If you plan to record the session, do you want people to actually come up and talk into a microphone or if people should give written questions that the moderator then reads. Rolf wants to make sure all Committee members are on the same page in terms of a process that needs to be generic at this stage of the game. He reaffirms that there will be many community feedback sessions like this moving forward as a permanent evaluation tool of the museum. Carol Jones informed Rolf that Harry Maier will attend the listening session. The session, pre-session and post-session will be videotaped. This will enable us to report the process to the rest of the museum industry.

Bob Jossie likes the idea but cautions not to expect a lot of people to attend. Because of a prior commitment, Bob will not be able to attend.

Rolf reports that the 2011 American Association of Museums' conference that he attended in Houston was very worthwhile. There was a lot of talk about governance, the use and application of social media, skill sets required for museum staff in the future, leading people through change and allowing them to take risks. By their own admission, the museum's staff is feeling the need to change the way they approach their work and

1c

Rolf needs to figure out how to encourage them in appropriate ways to prepare for the changes coming and to be willing to take risks with new program ideas.

Rolf will talk to the Foundation about exciting information he learned about how to increase membership by changing the way we structure membership options. He attended many sessions geared toward CEOs and Directors, which reinforced the fact that many of the issues being faced by the Neville are also being faced by other museums. Rolf is very anxious to talk to the group about ideas for getting museum visitors on-the-water (an idea shared by Kramer) which would add to the earned revenue potential for the museum, as well as programmatically pushing us beyond the walls of the institution. In addition Rolf stated that we have good exhibits running but they are not necessarily great. Rolf has talked to the curators regarding this and has already begun brainstorming ways in which we can add to the exhibits after they open to make them more fun and engaging. The team has reviewed Alive in Wood and Green Bay A-Z as test cases. Two exhibits coming up are the Port of Green Bay exhibit and the 30 year retrospective for Art Street. Last but not least, all educational programming is under review including curriculum based (in the classroom) to smaller "traditional programs" run by the Museum, as well as outreach efforts. Curatorial research is on "auto pilot" for now pending subsequent review by staff.

6. ACCEPT DIRECTOR'S REPORT AS PRESENTED

Motion made by Bob Jossie and seconded by Jesse Brunette to accept. Vote taken.  
**MOTION APPROVED UNANIMOUSLY**

7. ADJOURNMENT

Motion made by Kramer Rock and seconded by Jesse Brunette to adjourn at 5:45 p.m.  
Vote taken. **MOTION APPROVED UNANIMOUSLY**

ADJOURNMENT

The meeting adjourned at 5:45 pm

Respectfully submitted,  
Jean Hermes

**Next Meeting**  
Monday—July 11, 2011  
4:30 p.m.

lc

Brown County

Parks

Budget Status Report

5/31/2011

Annual Budget YTD Actual

Personnel Services	\$ 855,808	\$ 312,910	
Fringe Benefits and Taxes	\$ 411,158	\$ 165,901	
Salaries Reimbursement	\$ -	\$ -	
Employee Costs	\$ 5,380	\$ 1,437	
Operations & Maintenance	\$ 341,342	\$ 115,339	
Utilities	\$ 131,050	\$ 46,212	
Chargebacks	\$ 261,218	\$ 107,589	
Contracted Services	\$ 92,179	\$ 38,746	
Other	\$ 18,000	\$ 18,000	
Outlay	\$ -	\$ 9,617	
Transfer Out	\$ -	\$ 667	
Property Taxes	\$ 1,319,921	\$ 549,967	
Intergovernmental	\$ 47,975	\$ -	
Charges For Sales and Service	\$ 219,300	\$ 15,195	
Miscellaneous Revenue	\$ 30,850	\$ 32,694	
Contributions	\$ -	\$ 150	
Rent	\$ 364,250	\$ 242,871	
Charges to County Departments	\$ 8,476	\$ 4,710	
Transfer In	\$ 125,363	\$ 31,255	

**HIGHLIGHTS:**

Budget on track at this point

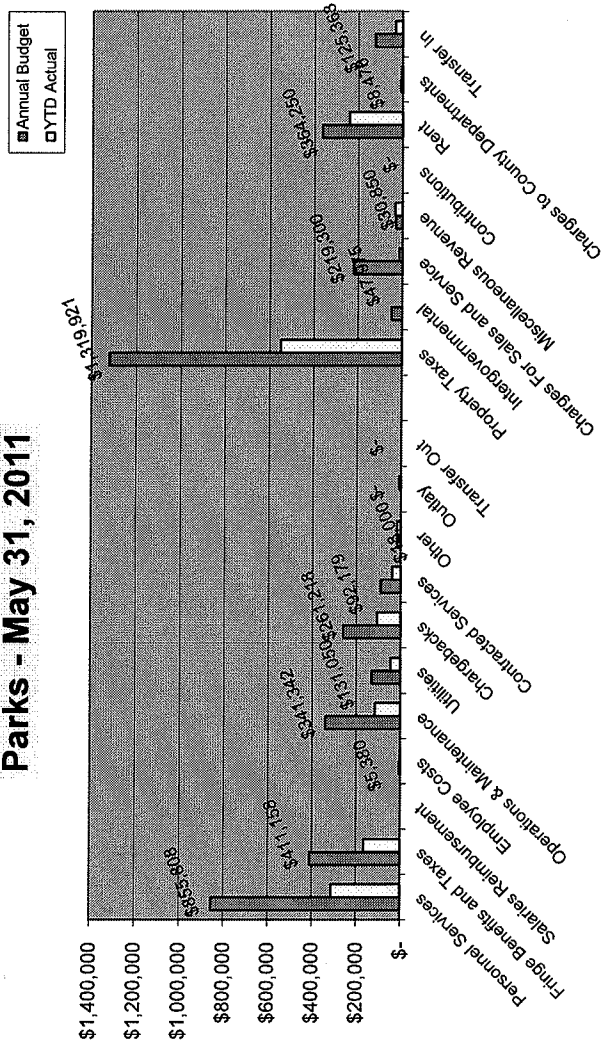
**Expenses:**

Total expenses to date: \$816,418

**Revenues:**

Total revenues to date: \$876,842

**Parks - May 31, 2011**



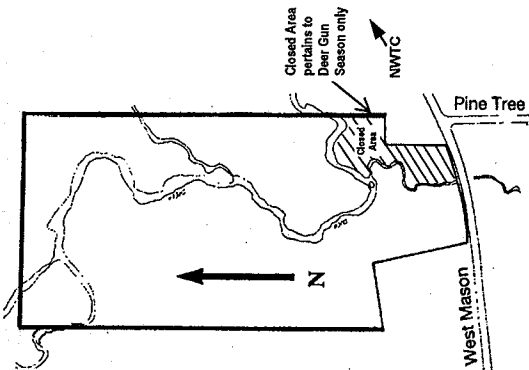
## Vande Hei Property

### Deer Bow:

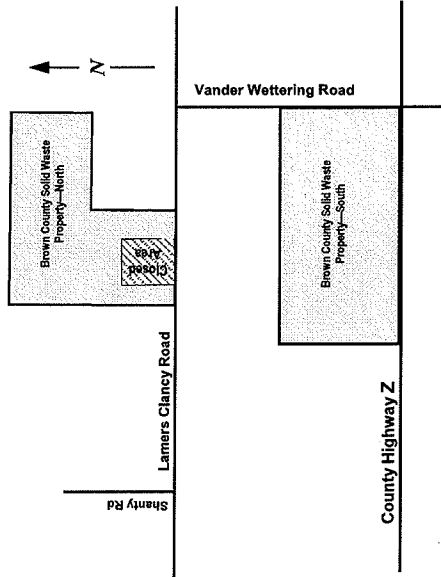
Sept. 17 - Nov. 17  
Nov. 28 - Jan. 8

### Deer Gun:

Nov. 19 - 27



## Brown County Solid Waste Town of Holland



### Deer Bow: Sept. 17 - Nov. 17

Nov. 28 - Jan. 8

### Deer Gun: Nov. 19-27

For additional information on this property, call the Brown County Solid Waste Dept. at (920) 492-4950.

## Hunting on County Park Lands - 2011

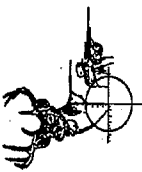
Six managed hunts for white-tailed deer are scheduled during the 2011 Wisconsin hunting season on Brown County park lands. In addition, waterfowl hunting will be permitted along the shoreline areas at the Fort Howard Paper Foundation Wildlife Area and Lily Lake Park during the regular waterfowl season. Bag limits, daily hours, and licenses are in accordance with those rules and regulations established by the Wisconsin Dept. of Natural Resources.

Additionally, there will be NO early goose, extended muzzle-loader, youth gun hunts or additional antlerless deer gun hunts on any park properties. All other park lands, except those specified in this brochure, will be closed to hunting during the 2011 season. The WDNR season dates in this brochure may change due to pending rule changes—please contact the DNR for up-to-date info. Note that archery season closes with the Statewide Closure even though some Parks may be in metro units.

Following is a summary of the regulations for those parks open to hunting during 2011:

1. Firearms & bows are permitted only in open areas only during specified times & dates.
2. Permanent blinds and stands are not permitted. All stands and blinds must be removed at the close of each day. Trees and vegetation cannot be removed.
3. Baiting allowed (or not allowed) per State DNR mandates. See current DNR regulations for baiting rules and regulations.
4. Possession of any firearm or bow, unless enclosed in a case or unstrung, is prohibited in any closed area.
5. Permission must be obtained from the Park Manager before pursuing any wounded game within a closed area.

6. **SMALL GAME HUNTING IS NOT PERMITTED ON ANY COUNTY PARK**



## Hunters

Get your rifle sighted at the

## Brown County Rifle Range

### Open Dates and Hours:

**September - Saturdays only**  
Beginning September 17

10:00 a.m. - 4:00 p.m.

**October - Saturdays & Sundays**

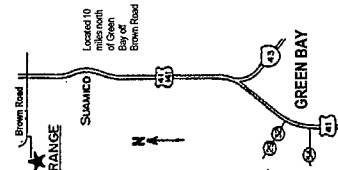
8:00 a.m. - 4:00 p.m.

**November - Open Daily through Nov. 17**

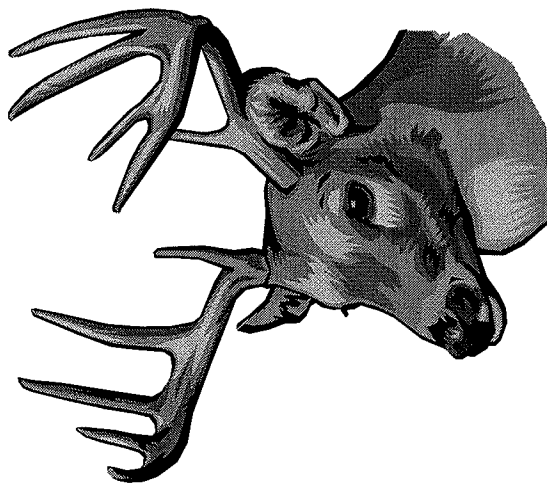
8:00 a.m. - 4:00 p.m.

**\$5.00 per gun or person**

Includes targets and assistance



# 2011 HUNTING

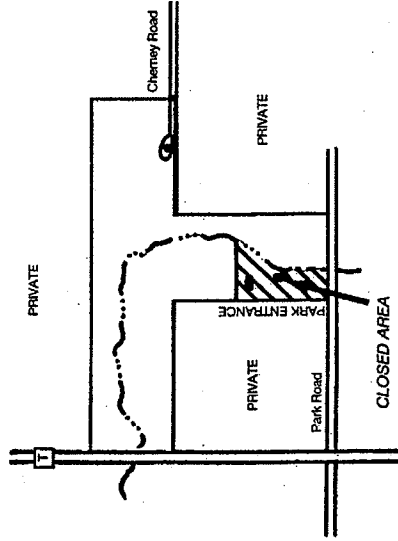


## Brown County Park System



**Brown County Facility & Park Management**  
325 E. Walnut Street  
Green Bay, WI 54301  
(920) 448-4466

## Neshota County Park



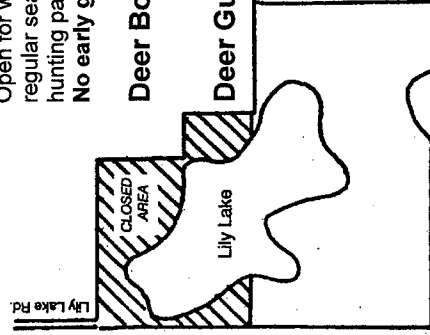
**Deer Bow Only:**  
Sept. 17 - Nov. 17  
Nov. 28 - Jan. 8

## Lily Lake County Park

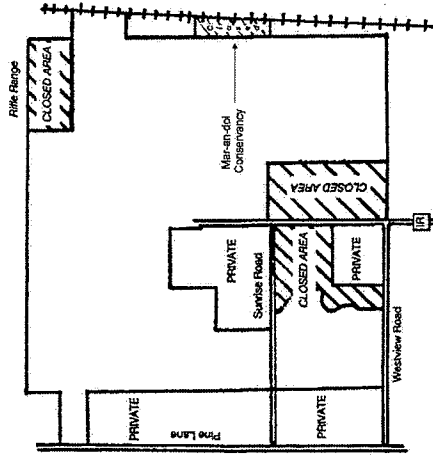
Open for waterfowl hunting during regular season only (consult DNR hunting pamphlet for dates).  
**No early goose season allowed.**

**Deer Bow:** Sept. 17 - Nov. 17  
Nov. 28 - Jan. 8

**Deer Gun:** Nov. 19 - 27



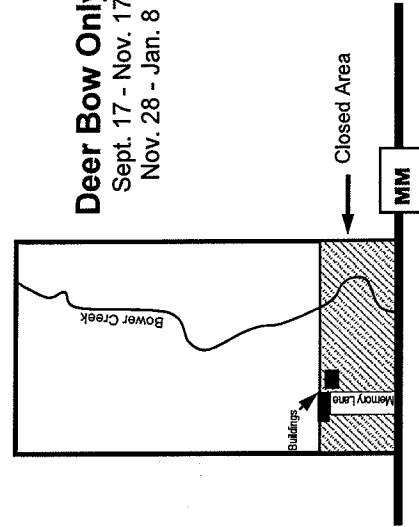
## Reforestation Camp



**Deer Bow:** Sept. 17 - Nov. 17 (early season only)  
**Deer Gun:** Nov. 19 - 27

## Fonferek's Glen

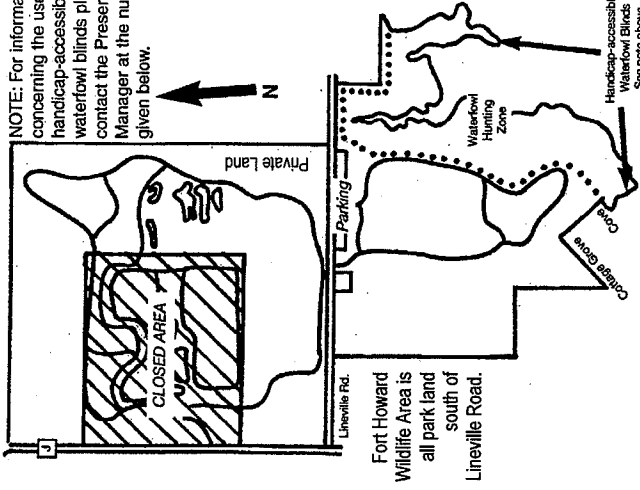
**Deer Bow Only:**  
Sept. 17 - Nov. 17  
Nov. 28 - Jan. 8



## Barkhausen Waterfowl Preserve and

## Ft. Howard Paper Foundation Wildlife Area

NOTE: For information concerning the use of handicap-accessible waterfowl blinds please contact the Preserve Manager at the number given below.



Fort Howard Wildlife Area is all park land south of Linerville Road.

Open for waterfowl hunting during regular season only (consult DNR hunting pamphlet for dates) and only in designated waterfowl hunting zone as indicated on map.  
**No early goose season allowed.**

**Deer Bow:**

Sept. 17 - Nov. 17 Ft. Howard Wildlife Area Only  
Nov. 28 - Jan. 8 Both properties

**Deer Gun:**

Nov. 19 - 27  
By Special Permit Only  
(Apply Aug 1 - 15)

For more information on this property contact the Preserve Manager at (920) 434-2824.

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input checked="" type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input checked="" type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	124.062.063.5395	Rails to Trails-Equip non-outlay	4,980
<input checked="" type="checkbox"/>	<input type="checkbox"/>	124.062.063.6110.020	Rails to Trails-Outlay Equip	2,520
<input type="checkbox"/>	<input checked="" type="checkbox"/>	124.062.063.6110.100	Rails to Trails-Outlay-Other	7,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Fund Balance - RAILS TO TRAILS	500

## Narrative Justification:

\$10,500 was budgeted for a cart in the Rails to Trail Equipment Outlay account for 2011. The estimate to purchase the cart is about \$12,750, so additional funds are required in the Equipment Outlay account.

\$7,000 was budgeted in the Outlay-Other account for brick paver landscaping. The quotes for this project are coming in at \$4,980, so the project should be classified as non-outlay. The savings from this project and an additional \$500 from fund balance will be utilized to fund the additional cost of the cart. Included in the fund balance for Rails to Trails is \$3,039 of donations available from the original brick landscaping project that will be applied against this landscaping project, so there are funds available to offset the cost of the cart.

<p><u>WE Dwell</u> Signature of Department Head</p> <p>Department: <u>FPM</u></p> <p>Date: <u>06/02/11</u></p>	<p><b>AUTHORIZATIONS</b></p> <p><u>[Signature]</u> Signature of Executive</p> <p>Date: <u>6/14/11</u></p>	<p><u>6/9/11</u></p>
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July 20, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION TO APPROVE ENTRY INTO A MAINTENANCE AGREEMENT WITH  
THE WISCONSIN DEPARTMENT OF TRANSPORTATION REGARDING THE  
OPERATION OF A BIKE TRAIL ALONG HIGHWAY 57 IN BROWN COUNTY**

WHEREAS, the bike path from the east boundary of Bay Shore Park to the cul-de-sac at Rock Falls Road has been constructed by the WisDOT; and

WHEREAS, this pathway allows safe passage for bike and pedestrian travelers from Bay Shore Park to this cul-de-sac on their way to Dykesville; and

WHEREAS, the maintenance of this pathway can be conducted by existing Park Staff at Bay Shore Park and the annual maintenance costs are very low for the customer service that this provides.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors approves the attached maintenance agreement to operate and maintain this bike and pedestrian path and authorizes execution of the agreement by Brown County.

This resolution does not require an appropriation from the General Fund. The additional maintenance costs will be approximately \$100 and will be covered by the Parks Department budget.

Respectfully submitted,



**MAINTENANCE AGREEMENT  
FOR  
EXISTING PATH ALONG  
WIS 57  
BROWN COUNTY**

This agreement will document understandings reached between the Wisconsin Department of Transportation, hereinafter called the "Department", and Brown County Facility and Park Management, hereinafter called the "County", regarding the above referenced project.

**Existing Improvement**

WisDOT project ID 1480-08-73 included construction of a 10 foot paved bicycle/pedestrian path. The path is fenced from STH 57 but is located within Department right-of-way. The path this agreement covers begins at the boundary of Bay Shore County Park and ends at the cul-de-sac at Rock Falls Road.

This maintenance agreement is written to specify the roles of the Department and County relating to the path to provide a safe traveling route for bicycles and pedestrians.

1. It is understood that the Department will:

- a. Retain the trail right-of-way for transportation purposes

2. It is understood that the County will:

- a. Assume all costs and responsibility for any future maintenance of any portion of the path, which lies in Department right-of-way.
- b. Submit a permit to work on Department right-of-way before any improvements or maintenance is conducted
  - this does not include items that are deemed "day to day" or "normal" maintenance
- c. Obtain a permit from the Department to trim trees or brush on Department right-of-way
- d. Sign and mark the trail consistently as other county trails
- e. Provide trail for bicycle and pedestrian use (no-motorized use)
- f. The county shall not charge fees for the use of the Path

The term of this Maintenance Agreement shall be twenty (20) years from the effective date. This Agreement shall automatically be renewed under the same terms and conditions for additional one (1) year terms, unless either party shall give written notice to the contrary to the other party at least ninety (90) days before the renewal date.

The signatures below signify that the Department and the County accept and agree to all terms as outlined in this agreement.

Approved by: STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
Will Dorsey  
Director  
WisDOT NE Region

Date \_\_\_\_\_

Approved by: BROWN COUNTY

5

\_\_\_\_\_  
William Dowell, Director, Facility and Park Management

Date \_\_\_\_\_

\_\_\_\_\_  
Troy Streckenbach, Brown County Executive

Date \_\_\_\_\_

# DIRECTOR'S REPORT FACILITY & PARK MANAGEMENT MAY 2011

Marvin Hanson



## *Fairgrounds*

- Cleaning, park security, park inventory
- Process maintenance work orders
- Host commercial events (weekly dog training for Packerland Kennel & 4H Tailwaggers, Juvenile Diabetes Walk, Hmong USA Sports Festival & Hmong National Sports Festival)
- Start of photovoltaic project on Exhibition North Building
- Campground inspection by state health department

## *Neshota Park*

- Cleaning, security checks and park inventory
- Weekly shelter rentals
- Process work orders
- Weekly mowing of trail system
- Placed wood mulch in flower gardens
- Split wood and placed in shop building
- Tilled volleyball courts

## *Way-Morr Park*

- Security checks and park inventory
- Process work orders
- Weekly shelter rentals
- Tilled volleyball court

## *Lily Lake*

- Cleaning, security checks and park inventory
- Boat launch collection and enforcement
- Plant flowers & grounds clean up

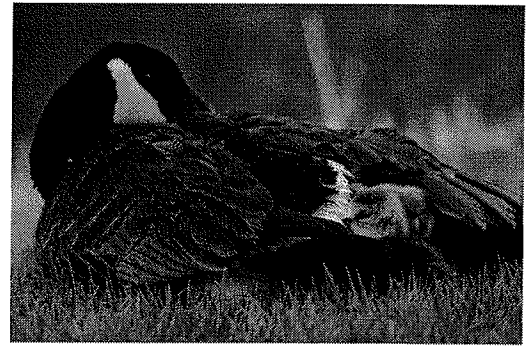
## *Wrightstown Park*

- Cleaning, security checks and park inventory
- Boat launch collection and enforcement
- Weekly grass cutting and grounds maintenance

## *Fonferek Glen*

- Litter pick-up, security checks and park inventory
- Process work orders—sign inspections & inspection of boundary signs

# DIRECTOR'S REPORT FACILITY & PARK MANAGEMENT MAY 2011



Matt Kriese

## *Barkhausen*

- Photovoltaic meetings & work has begun on installation
- Building cleaning
- Completion of marsh overlook boardwalk (now 345 feet long)
- Released northern pike fry out of impounded marsh
- Performed Archibus work orders
- Spring Outdoor Education programming duties
- Trails repairs and clean up
- Staff training on numerous topics
- Animal husbandry duties
- Hosted meetings for Duck Club meeting and B.C. Alliance

## *Special Events or Programs*

- School Environmental Education programming—898 attendees
- Public programming: Frog Hunts, Bird Feeder Building, Butterfly Gardening —120
- Working with Chance for Change Green Bay East Alternative Program in constructing the rain garden
- Hosted a Trapper's Education Program (a WDNR based training)

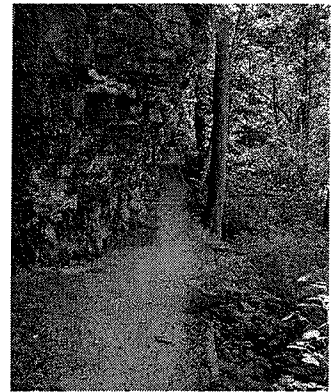
## *Fox River Trail*

- Work begun on preparing Heritage Rd access for the brick base
- Pass delivery & pick-up for local vendors
- Fee collection & enforcement duties
- Water fountain hook ups
- Installed new trail counter systems
- Picked up refuse after numerous Adopt-A-Trail clean-ups
- Mulch & chipped all landscaped areas
- Trail grading from Lassee Rd to Man-Cal Rd
- General grounds mowing
- Weekly trail inspection

## *Mountain-Bay Trail*

- Water fountain hook up
- Pinecrest Rd intersection meetings and work to repair wash out hazard
- Refuse pick-up after Adopt-A-Groups
- Weekly trail inspection
- Fee collection & enforcement
- Mulch & chipped all landscaped areas
- Trail grading (26 total miles)
- General grounds mowing

# DIRECTOR'S REPORT FACILITY & PARK MANAGEMENT MAY 2011



Rick Ledvina

## *Bay Shore Park*

- Due to a bad spring, camping is down a little, but we were full for Memorial Day weekend
- We continue cutting wood for next year's sales and have enough for 2011; now we will continue for 2012
- We currently do security checks of the facility on a regular basis to maintain the integrity of the park
- We use the Huber crew several weeks of the month for bundling of firewood and leaf removal

## *Brown County Park*

- Straightened all the gates and kept the high water signs up for safety
- We are working on replacing a culvert that washes out every year with a bridge and security fencing
- We currently do security checks of the facility on a regular basis to maintain the integrity of the park

## *Pamperin Park*

- Continued on our housekeeping procedures for shop area
- We completed all work orders as assigned to park areas
- The transmission lines have been moved and all the wood has been removed along with roadway for the new highway
- Mowing crew has cut everything as usual; the parks have been extremely wet.

## *Vande Hei Property*

- We currently do security checks of the facility on a regular basis to maintain the integrity of the park

## *Wequiock Falls*

- We currently do security checks of the facility on a regular basis to maintain the integrity of the park
- The observation deck has been used steadily with school groups and will be sealed later in the year

# DIRECTOR'S REPORT FACILITY & PARK MANAGEMENT MAY 2011

Jon Rickaby

## *Reforestation Camp*

- Conducted turf and trail safety training with staff
- Inspected all trails and signage and opened the trails
- Conducted the Stump Farm Trail Race
- Work order preventatives and demand work for the month
- Conducted staff training and back safety
- Conducted one volunteer trail day on mountain bike trail areas
- Water well testing has been completed
- Conducted building rentals and cleaning/showings
- Trail pass collections
- Repair on various trails due to rain
- Full staff training on the following: ladder safety, verbal judo, fire hazard training and extinguishers (hands-on and classroom)
- Cleaned the waste treatment filters, did the total inspection for mandated state reports, took weekly numbers and monitored system for problems
- Cleaning of all restrooms
- Park security
- Perimeter and gate inspections



## *Rifle Range*

- Security and building checks
- Monitoring of use by various groups

## *Mar-An-Dol*

- Checked the property line fencing and signage
- Tours of the facility with Delores Kaminski
- Added gravel and cleaned the conservancy area

## *Suamico Boat Access*

- Launch, dock, parking lot and building checks
- Pass collections and enforcement of violations
- Removal of silt from the launch bays due to heavy rains
- Mowing and weed eating

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX					
May-11	Date	Building	2011	2010	2010 Date
Master Spas Sale	May 1 2011	ARENA	100	100	
Kids Head start	May 4 2011	Arena	500	N/A	
Winners Wear Helmets	May 5 2011	Arena	500	N/A	
<b>ARENA TOTAL</b>			<b>1100</b>	<b>200</b>	
Train Show	May 1 2011	Shopko	1590	N/A	
YMCA Healthy Kids Day	May 7 2011	Shopko	2500	3000	
<b>SHOPKO HALL TOTAL</b>			<b>4090</b>	<b>3000</b>	
Cirque Du Soleil Dralion	May 1 2011	RESCH	3098	N/A	
Gamblers play off game	May 6 2011	RESCH	2778		
Blizzard vs. LaCrosse	May 7 2011	RESCH	2794	3496	
Gamblers play off game	May 8 2011	RESCH	1778	3681	
Picadilly Circus	May 10 2011	RESCH	814	N/A	
Gamblers play off game	May 13 2011	RESCH	2996		
Gamblers play off game	May 14 2011	RESCH	3859		
Trans Siberian Orchestra	May 15 2011	RESCH	4181	N/A	
IAVM Conference	May 17 2011	RESCH	120	N/A	
IAVM Conference	May 18 2011	RESCH	120	N/A	
NWTC Graduation	May 18 2011	RESCH	4750	4000	
Blizzard vs. Reading	May 21 2011	RESCH	4028	N/A	
Jehovah Witness Convention	May 27 2011	RESCH	7220	7013	
Jehovah Witness Convention	May 28 2011	RESCH	7623	7212	
Jehovah Witness Convention	May 29 2011	RESCH	7822	7590	
Clark Cup Championship Game		RESCH	N/A	7654	May 12 2010
Chris Daughtry		RESCH	N/A	5266	May 21 2010
<b>RESCH CENTER TOTAL</b>			<b>53,981</b>	<b>45,912</b>	
<b>TOTAL FOR MAY 2011</b>			<b>59,171</b>	<b>49,112</b>	

# HIGHLIGHTS:

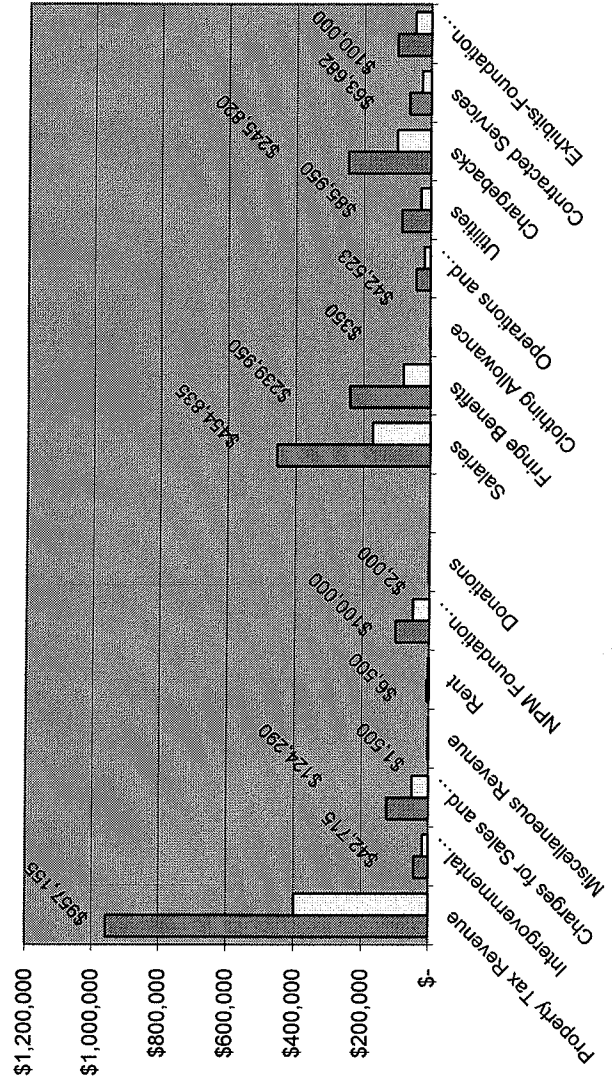
**Revenues:**  
YTD Revenues = \$514,432

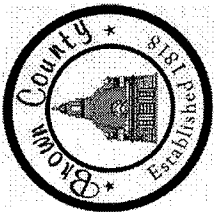
**Expenses:**  
YTD Expenses = \$471,438

	Annual Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 957,155	\$ 398,815	41.67%
Intergovernmental Revenue	\$ 42,715	\$ 17,271	40.43%
Charges for Sales and Services	\$ 124,290	\$ 49,160	39.55%
Miscellaneous Revenue	\$ 1,500	\$ 121	8.09%
Rent	\$ 6,500	\$ 1,255	19.31%
NPM Foundation Donations	\$ 100,000	\$ 47,809	47.81%
Donations	\$ 2,000	\$ 482	24.08%
Salaries	\$ 454,835	\$ 171,213	37.64%
Fringe Benefits	\$ 239,950	\$ 79,868	33.29%
Clothing Allowance	\$ 350	\$ -	0.00%
Operations and Maintenance	\$ 42,523	\$ 18,246	42.91%
Utilities	\$ 85,950	\$ 28,713	33.41%
Chargebacks	\$ 245,820	\$ 100,643	40.94%
Contracted Services	\$ 63,682	\$ 25,356	39.82%
Exhibits-Foundation Funded	\$ 100,000	\$ 47,400	47.40%

## Museum - May 31, 2011

■ Annual Budget  
□ YTD Actual





# Museum Monthly Report Through May 31, 2011

Through 05/31/11  
Prior Fiscal Year Activity Included  
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
<b>Fund 100 - GF</b>									
<b>REVENUE</b>									
Property taxes	957,155.00	.00	957,155.00	79,762.92	.00	398,814.60	558,340.40	42	1,063,910.00
Intergovernmental	42,715.00	.00	42,715.00	5,534.64	.00	17,270.87	25,444.13	40	13,314.75
Charges for sales and services	124,290.00	.00	124,290.00	8,912.00	.00	49,159.93	75,130.07	40	90,915.06
Miscellaneous revenue	1,500.00	.00	1,500.00	(628.61)	.00	121.39	1,378.61	8	1,500.00
Rent	6,500.00	.00	6,500.00	370.00	.00	1,255.00	5,245.00	19	6,161.96
Contributions	102,000.00	.00	102,000.00	96.95	.00	47,809.49	54,190.51	47	94,551.32
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	4,696.00
<b>REVENUE TOTALS</b>	<b>\$1,234,160.00</b>	<b>\$0.00</b>	<b>\$1,234,160.00</b>	<b>\$94,047.90</b>	<b>\$0.00</b>	<b>\$514,431.28</b>	<b>\$719,728.72</b>	<b>42%</b>	<b>\$1,275,049.09</b>
<b>EXPENSE</b>									
Personnel services	454,835.00	.00	454,835.00	34,524.31	.00	171,213.07	283,621.93	38	468,916.72
Fringe benefits and taxes	239,950.00	.00	239,950.00	16,938.78	.00	79,867.83	160,082.17	33	233,644.29
Employee costs	350.00	.00	350.00	.00	.00	.00	350.00	0	322.44
Operations and maintenance	42,523.00	.00	42,523.00	5,955.40	2,400.00	18,246.15	21,876.85	49	41,563.26
Insurance costs	1,050.00	.00	1,050.00	.00	.00	.00	1,050.00	0	.00
Utilities	85,950.00	.00	85,950.00	5,728.85	.00	28,712.67	57,237.33	33	78,193.88
Chargebacks	245,820.00	.00	245,820.00	20,234.71	.00	100,642.57	145,177.43	41	277,755.68
Contracted services	63,682.00	.00	63,682.00	4,671.88	38,325.64	25,356.36	.00	100	60,360.34
Other	100,000.00	.00	100,000.00	.00	.00	47,399.63	52,600.37	47	93,700.26
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
<b>EXPENSE TOTALS</b>	<b>\$1,234,160.00</b>	<b>\$0.00</b>	<b>\$1,234,160.00</b>	<b>\$88,053.93</b>	<b>\$40,725.64</b>	<b>\$471,438.28</b>	<b>\$721,996.08</b>	<b>41%</b>	<b>\$1,254,456.87</b>
<b>Fund 100 - GF Totals</b>									
<b>REVENUE TOTALS</b>	<b>1,234,160.00</b>	<b>.00</b>	<b>1,234,160.00</b>	<b>94,047.90</b>	<b>.00</b>	<b>514,431.28</b>	<b>719,728.72</b>	<b>42</b>	<b>1,275,049.09</b>
<b>EXPENSE TOTALS</b>	<b>1,234,160.00</b>	<b>.00</b>	<b>1,234,160.00</b>	<b>88,053.93</b>	<b>40,725.64</b>	<b>471,438.28</b>	<b>721,996.08</b>	<b>41</b>	<b>1,254,456.87</b>
<b>Fund 100 - GF Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,993.97</b>	<b>(\$40,725.64)</b>	<b>\$42,993.00</b>	<b>(\$2,267.36)</b>		<b>\$20,592.22</b>
<b>Grand Totals</b>									
<b>REVENUE TOTALS</b>	<b>1,234,160.00</b>	<b>.00</b>	<b>1,234,160.00</b>	<b>94,047.90</b>	<b>.00</b>	<b>514,431.28</b>	<b>719,728.72</b>	<b>42</b>	<b>1,275,049.09</b>
<b>EXPENSE TOTALS</b>	<b>1,234,160.00</b>	<b>.00</b>	<b>1,234,160.00</b>	<b>88,053.93</b>	<b>40,725.64</b>	<b>471,438.28</b>	<b>721,996.08</b>	<b>41</b>	<b>1,254,456.87</b>
<b>Grand Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,234,160.00)</b>	<b>\$5,993.97</b>	<b>(\$40,725.64)</b>	<b>\$42,993.00</b>	<b>(\$2,267.36)</b>		<b>\$20,592.22</b>



**Neville Public Museum Attendance and Admissions  
May 2011**

Attendance													
Date	Day	Adult Adm	Child Adm	Free Child	Free Other (researchers, interns, etc.)	Free Friends Member	# Students	Free Time (Wed 6-8 pm)	Gift Shop Only	Programs & Meetings	Total Attendance	Total Admission Revenue	
1	Sun	56	15	20	8	3	3				105	\$336	
2	Mon	17	2	9					4		32	\$85	
3	Tues	8		3	3	1	3		2	75	95	\$46	
4	Wed	17	1	4	8	1	14	52	3	58	158	\$116	
5	Thurs	8		1	10						19	\$40	
6	Fri	13	2	4	23	21				94	157	\$113	
7	Sat	60	34	21	2	1			4	7	129	\$402	
8	Sun	34	11	8	29	4	1		3		90	\$205	
9	Mon	6		3	8	2	33		1		53	\$96	
10	Tues	17	2	5	5	3				19	51	\$91	
11	Wed	29	2	6	20	8	2	107	6	73	253	\$155	
12	Thurs	12	1	1	13	2	5				34	\$73	
13	Fri	31	3	11	13	5	42			94	199	\$248	
14	Sat	113	35	27	1	8	28		3		215	\$726	
15	Sun	84	14	14		2			7	27	148	\$464	
16	Mon	14		3	1	8	2		2		30	\$86	
17	Tues	13	1	5	10	1	11		1		42	\$90	
18	Wed	38	1	9	8	4	19	79	1	91	250	\$231	
19	Thurs	15	1	1	3		23		1		44	\$124	
20	Fri	21	4	3	6	4					38	\$117	
21	Sat	89	22	20	9	1	6		7	4	158	\$523	
22	Sun	28	11	13	13	8	7		3	13	96	\$187	
23	Mon	22	2	3	13	1	18				59	\$152	
24	Tues	7			13	5	25		2		52	\$85	
25	Wed	35	6	10	12		72	69		87	291	\$337	
26	Thurs	21		4	9	1	20				55	\$145	
27	Fri	14	3	4	12	6	107				146	\$293	
28	Sat	52	18	6	4	8			3	58	149	\$314	
29	Sun	53	18	7	23	2	112		3		218	\$543	
30	Mon	Closed Memorial Day										0	\$0
31	Tues	13	1	5	4		26				49	\$120	
	TOTAL	940	210	230	283	110	579	307	56	700	3,415	\$6,543	
										May-10	3,627	\$4,119	

Visitors =	3,415
Outreach =	22
Grand Total Visitors & Outreach	3,437

2

Neville Public Museum  
of Brown County Number of  
Students 2005 - 2011  
(outreach not included)

6/29/2011

MONTH	2005	2006	2007	2008	2009	2010	2011
January	641	545	441	413	426	279	240
February	404	813	583	521	663	1,222	694
March	437	385	923	569	599	1,197	664
April	789	599	856	559	839	207	547
May	1,135	913	1,342	1,268	845	901	821
June	553	1,362	865	532	518	517	
July	423	626	510	486	543	772	
August	334	536	332	251	498	524	
September	160	75	341	214	154	270	
October	1,863	307	835	816	716	368	
November	2,788	515	778	420	405	33	
December	1,366	446	577	615	334	470	
	10,893	7,122	8,383	6,664	6,540	6,760	2,966

Neville Public Museum  
Requested Agenda Items for Ed & Rec Committee meeting  
Thursday July 7, 2011

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Budget Status Financial Report for May 31, 2011

Museum Attendance and Admissions report for May, 2011

Museum Director's Report

Review of new metric data: Operating Indicators and Educational end-users

Discussion/update of Governance Review

HR notice of request: Approval to fill Exhibit Technician position with net cost savings

Budget/HR adjustment: notice of request to add additional 8 hours per week to existing CLK/TYPIST II (employee #8916) with offsetting cost savings

Notice to pursue changes in Museum facility rental fees

Notice to program Museum campus

Exhibits and Program Updates

Discussion and Assessment of Community Listening Session

**Neville Public Museum  
Director's Report  
To  
The Education & Recreation Committee  
Brown County Board of Supervisors**

**July 7, 2011**

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The following report precedes the "first 100 days" assessment report of the Neville's operations, governance and support mechanisms (both tax levy and private) being produced by the new Director. As discussed in earlier Director's reports, and in concert with the Education & Recreation Committee and other stakeholders, the Director is preparing for major fiscal and programmatic change at the Neville as it repositions itself as 1) a County asset and 2) a community educational and cultural resource. Central to this assessment is a review of the public/private partnership that supports the Museum. The framework for a five-year plan will also be presented as part of the above 100 day assessment; a plan that will culminate with the 100<sup>th</sup> anniversary of the Museum in 2015.

As part of the above process, baseline information, data and knowledge are being collected, including internal operations (policies and SOPs) and visitor and audience assessment.

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The following are part of the process in establishing baseline information and knowledge.

**Addition of new metric data**

In order to give a more complete picture of museum operations and community impact, and as part of the on-going review of museum operations, the Director is adding new metric data to the monthly reports given to the Education & Recreation Committee as well as the not-for-profit Museum Foundation Board and the Museum Governing Board. *(It should be noted that some, if not all of this data may have been supplied in the past, but the Director was unable to find a record of same.)*

This includes:

- The addition of visitor admissions numbers to the Brown County Table of Operating Indicators by Function;
- A table of educational end users (students and adult learners)
- Table of five (5) year attendance trends
- Existing format financial reports

### **Discussion of on-going governance review**

The Director, as indicated in previous reports, has been working with the County and Foundation to review the current (and somewhat unwieldy) governance and reporting structure under which the museum operates. The attached figure represents the current governance structure and will be discussed during the presentation of this report.

### **HR requests**

Notice of request to add eight (8) hours to the current 24 hour work week for the Museum's CLK/TYPIST II due to workload increase and administrative needs. Budget neutral.

Notice to request HR rapid fill for approved Museum Technician (Exhibits). Budget neutral.

### **Review of Facility Rental rates & options**

Precipitated by our on-going policy and SOP review, it has become apparent that the Neville's earned revenue capacity vis-à-vis facility rentals is undervalued. Discussion of existing rate sheet and approval requested for modifications.

### **Notice to program the Neville's riverfront campus**

After this year's "Fire over the Fox" events, the Museum intends to more aggressively program our exterior campus location. Discussion of nascent plans requested.

### **Discussion and Assessment of Community Listening Session**

On Tuesday, June 14<sup>th</sup>, a joint meeting of the Education & recreation Committee, with attendance from members of the Neville Public Museum Foundation, Inc. and the Neville Public Museum Governing Board was held at the museum.

## **PROGRAM HIGHLIGHTS**

### **Exhibits**

The "*Alive in Wood*" exhibit, featuring the brilliant bird carvings of internationally known local artist Gary Eigenberger, opened May 7<sup>th</sup>. The exhibit will run through August 7<sup>th</sup>.

**Green Bay A to Z** will run through September 18<sup>th</sup>. The exhibit, produced in collaboration with Leadership Green Bay, has resulted in new funding opportunities as well as online/web assets for educational outreach.

**Port of Green Bay** Exhibit being developed in collaboration with the Brown County Port Authority and Harbor Commission. Opening date is July 23<sup>rd</sup>. This exhibit/program initiative will grow over time as our interactions with the Port develop.

**ArtStreet 30<sup>th</sup> Anniversary** Exhibit includes 30 posters, 40 artworks in various media (purchase award winners), various ephemera (ceramic pins and molds, tee-shirts, decorative buttons), photographs, scrapbooks, and text panels.

The museum continues to collaborate with Mr. Cliff Cristal, the City of Green Bay and the Green Bay Packers on a proposed ***"Packer Heritage Trail,"*** which will provide an interactive walking tour of downtown sites important to the Packer's early history. More on this initiative will be presented over the next few months.

### **Educational Programming**

#### Badger Boys lecture series

Our on-going lecture series revolving

#### Father's Day event

As part of our annual celebration of Father's day, over 100 participants came for programming

#### Green Bay Kid's Day activities

Almost 400 visitors enjoyed kid's day programming, with gross ticket sales over \$1,000.

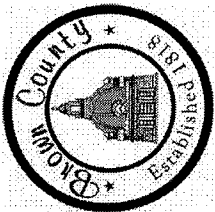
#### Learning in Retirement

More than 60 Learning in Retirement educational programs will be held during the 2011 fall semester, with anticipated attendance of over 3,500.

### **Curatorial Research & Collections**

Work continues on the grant-funded photo collections project through the Institute of Museum and Library Services (IMLS). To date, 7,202 catalog records have been entered into the Museum's database. A review of collections policy has also begun.

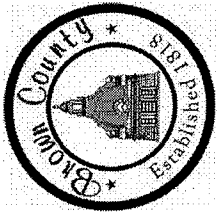
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# Monthly Financial Report - Zoo

Through 05/31/11  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>REVENUE</b>											
<i>Intergovernmental</i>											
4303	Local grant revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Intergovernmental Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Charges for sales and services</i>											
4600.705	Charges and fees Daily	680,850.00	.00	680,850.00	100,506.76	.00	143,386.80	537,463.20	21	207,049.50	.00
4600.763	Charges and fees Event parking	.00	.00	.00	.00	.00	.00	.00	+++	.00	.00
4600.770	Charges and fees ATM	4,000.00	.00	4,000.00	139.31	.00	199.84	3,800.16	5	.00	.00
4601.004	Sales Vending machine	183,600.00	.00	183,600.00	28,399.21	.00	41,381.74	142,218.26	23	47,388.53	.00
4601.005	Sales Vending nontaxable	.00	.00	.00	.00	.00	.00	.00	+++	.00	.00
4601.770	Sales Passes	160,000.00	.00	160,000.00	24,793.64	.00	56,534.64	103,465.36	35	75,689.99	.00
4601.771	Sales Programs	16,000.00	.00	16,000.00	3,460.00	.00	6,231.95	9,768.05	39	6,497.16	.00
4601.772	Sales Special events	112,000.00	.00	112,000.00	518.00	.00	12,539.00	99,461.00	11	23,112.44	.00
4601.773	Sales Gift shop	267,750.00	.00	267,750.00	36,786.23	.00	54,633.06	213,116.94	20	80,597.07	.00
4601.774	Sales Concessions and Food	277,500.00	.00	277,500.00	33,613.47	.00	53,337.54	224,162.46	19	80,214.54	.00
	<i>Charges for sales and services Totals</i>	\$1,701,700.00	\$0.00	\$1,701,700.00	\$228,216.62	\$0.00	\$368,244.57	\$1,333,455.43	22%	\$520,549.23	.00
<i>Miscellaneous revenue</i>											
4190	Disp of fixed assets - reclass	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
4900	Miscellaneous	25,000.00	(22,000.00)	3,000.00	244.60	.00	420.94	2,579.06	14	6,413.87	.00
4950	Insurance recoveries	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Miscellaneous revenue Totals</i>	\$25,000.00	(\$22,000.00)	\$3,000.00	\$244.60	\$0.00	\$420.94	\$2,579.06	14%	\$6,413.87	.00
<i>Contributions</i>											
4901	Donations	5,000.00	.00	5,000.00	505.18	.00	1,408.46	3,591.54	28	2,175.33	.00
4901.700	Donations Conservation	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	561.56	.00
4901.800	Donations Zoo Society Support	.00	22,000.00	22,000.00	.00	.00	5,500.00	16,500.00	25	.00	.00
	<i>Contributions Totals</i>	\$6,000.00	\$22,000.00	\$28,000.00	\$505.18	\$0.00	\$6,908.46	\$21,091.54	25%	\$2,736.89	.00
<i>Capital contributions</i>											
9001	Capital Contribution	1,200,000.00	.00	1,200,000.00	.00	.00	.00	1,200,000.00	0	.00	.00
	<i>Capital contributions Totals</i>	\$1,200,000.00	\$0.00	\$1,200,000.00	\$0.00	\$0.00	\$0.00	\$1,200,000.00	0%	\$0.00	.00
<i>Interest &amp; investment earnings</i>											
4905	Interest	.00	.00	.00	(86.01)	.00	(131.12)	131.12	+++	(259.44)	.00
	<i>Interest &amp; investment earnings Totals</i>	\$0.00	\$0.00	\$0.00	(\$86.01)	\$0.00	(\$131.12)	\$131.12	+++	(\$259.44)	.00
<i>Transfer in</i>											
9002	Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	5,716.04	(5,716.04)	+++	.00	.00
	<i>Transfer in Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,716.04	(\$5,716.04)	+++	\$0.00	.00
	<b>REVENUE TOTALS</b>	\$2,932,700.00	\$0.00	\$2,932,700.00	\$228,880.39	\$0.00	\$381,158.89	\$2,551,541.11	13%	\$529,440.55	.00
<b>EXPENSE</b>											
<i>Cost of sales</i>											
5000.006	Cost of sales Do Not Use	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00

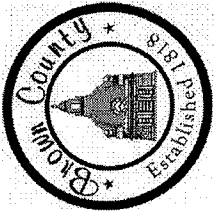


# Monthly Financial Report - Zoo

Through 05/31/11  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 640 - New Zoo</b>										
<b>EXPENSE</b>										
<i>Cost of sales</i>										
5000.773	Cost of sales Gift shop	125,000.00	.00	125,000.00	16,057.97	2,102.18	45,552.93	77,344.89	38	59,139.76
5000.774	Cost of sales Concessions and Food	99,000.00	.00	99,000.00	11,511.79	214.50	28,246.79	70,538.71	29	42,898.16
	<i>Cost of sales Totals</i>	\$224,000.00	\$0.00	\$224,000.00	\$27,569.76	\$2,316.68	\$73,799.72	\$147,883.60	34%	\$102,037.92
<i>Personnel services</i>										
5100	Regular earnings	689,882.00	.00	689,882.00	49,229.85	.00	224,178.23	465,703.77	32	221,229.05
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	1,070.60	.00	12,267.08	(12,267.08)	+++	8,606.77
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	13,000.00	.00	13,000.00	1,617.02	.00	3,704.04	9,295.96	28	3,900.60
5103.100	Premium Comp time premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Personnel services Totals</i>	\$702,882.00	\$0.00	\$702,882.00	\$51,917.47	\$0.00	\$240,149.35	\$462,732.65	34%	\$233,736.42
<i>Fringe benefits and taxes</i>										
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	52,363.00	.00	52,363.00	3,863.22	.00	17,828.89	34,534.11	34	17,512.07
5110.110	Fringe benefits Unemployment compensation	6,389.00	.00	6,389.00	532.42	.00	2,662.06	3,726.94	42	2,625.00
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.200	Fringe benefits Health Insurance	96,671.00	.00	96,671.00	9,069.49	.00	46,000.16	50,670.84	48	38,780.82
5110.210	Fringe benefits Dental Insurance	8,829.00	.00	8,829.00	678.20	.00	3,432.63	5,396.37	39	3,191.31
5110.220	Fringe benefits Life Insurance	112.00	.00	112.00	17.15	.00	67.34	44.66	60	46.47
5110.230	Fringe benefits LT disability insurance	2,258.00	.00	2,258.00	.00	.00	.00	2,258.00	0	.00
5110.235	Fringe benefits Disability insurance	4,680.00	.00	4,680.00	515.03	.00	2,549.45	2,130.55	54	1,809.92
5110.240	Fringe benefits Workers compensation insurance	1,745.00	.00	1,745.00	145.42	.00	727.06	1,017.94	42	738.31
5110.300	Fringe benefits Retirement	35,845.00	.00	35,845.00	2,127.25	.00	10,450.98	25,394.02	29	9,873.19
5110.310	Fringe benefits Retirement credit	45,686.00	.00	45,686.00	2,507.96	.00	11,855.97	33,830.03	26	11,722.95
	<i>Fringe benefits and taxes Totals</i>	\$254,578.00	\$0.00	\$254,578.00	\$19,456.14	\$0.00	\$95,574.54	\$159,003.46	38%	\$86,300.04
<i>Employee costs</i>										
5200	Uniform	1,500.00	.00	1,500.00	.00	.00	115.00	1,385.00	8	.00
5200.900	Uniform Contra	(1,500.00)	.00	(1,500.00)	.00	.00	.00	(1,500.00)	0	.00
5203.100	Employee allowance Clothing	2,500.00	.00	2,500.00	.00	.00	145.00	2,355.00	6	692.08
	<i>Employee costs Totals</i>	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$260.00	\$2,240.00	10%	\$692.08





# Monthly Financial Report - Zoo

Through 05/31/11  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 640 - New Zoo</b>										
<b>EXPENSE</b>										
<i>Operations and maintenance</i>										
5300	Supplies	20,000.00	.00	20,000.00	2,894.61	.00	11,507.48	8,492.52	58	6,917.69
5300.001	Supplies Office	1,000.00	.00	1,000.00	160.95	.00	310.81	689.19	31	.00
5300.002	Supplies Cleaning and household	3,600.00	.00	3,600.00	(403.17)	.00	2,203.08	1,396.92	61	1,854.48
5300.004	Supplies Postage	6,000.00	.00	6,000.00	494.16	.00	2,475.33	3,524.67	41	2,659.04
5300.020	Supplies Zoo Pass	1,850.00	.00	1,850.00	.00	.00	131.50	1,718.50	7	.00
5302	Food	52,000.00	.00	52,000.00	4,169.84	.00	26,993.27	25,006.73	52	28,706.50
5303	Copy expense	250.00	.00	250.00	.00	.00	12.62	237.38	5	25.63
5304	Printing	4,200.00	.00	4,200.00	374.72	.00	893.12	3,306.88	21	1,393.79
5305	Dues and memberships	5,323.00	.00	5,323.00	229.20	.00	5,307.48	15.52	100	4,684.57
5306.100	Maintenance agreement Software	1,768.00	.00	1,768.00	.00	.00	1,308.05	459.95	74	.00
5307.100	Repairs and maintenance Equipment	16,000.00	.00	16,000.00	1,079.31	.00	5,306.47	10,693.53	33	10,600.49
5307.200	Repairs and maintenance Vehicle	1,000.00	.00	1,000.00	109.53	.00	618.13	381.87	62	330.40
5307.300	Repairs and maintenance Building	9,000.00	.00	9,000.00	462.73	.00	2,261.46	6,738.54	25	7,939.59
5307.400	Repairs and maintenance Grounds	14,500.00	.00	14,500.00	.00	.00	1,924.04	12,575.96	13	6,053.40
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	+++	.00
5315	Vending	23,750.00	.00	23,750.00	3,227.54	.00	6,226.51	17,523.49	26	8,828.06
5330	Books, periodicals, subscription	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
5335	Software	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	4,000.00	.00	4,000.00	.00	.00	727.98	3,272.02	18	1,796.60
5345	Permits	1,112.00	.00	1,112.00	.00	.00	.00	1,112.00	0	.00
5365	Special events	40,000.00	.00	40,000.00	5,021.27	.00	15,997.99	24,002.01	40	13,928.50
5366	Volunteer expense	200.00	.00	200.00	.00	.00	.00	200.00	0	.00
5390	Miscellaneous	.00	.00	.00	279.06	.00	279.06	(279.06)	+++	.00
5392	Service fees	6,000.00	.00	6,000.00	571.17	.00	1,057.19	4,942.81	18	2,468.00
5395	Equipment - nonoutlay	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	.00
5396	Animal purchases	1,000.00	.00	1,000.00	138.47	.00	336.13	663.87	34	398.75
5761.040	Medical services Animals	.00	34,000.00	34,000.00	6,405.41	1,349.00	17,702.53	14,948.47	56	.00
<i>Operations and maintenance Totals</i>		\$220,753.00	\$34,000.00	\$254,753.00	\$25,214.80	\$0.00	\$103,580.23	\$149,823.77	41%	\$98,585.49
<i>Utilities</i>										
5501	Electric	59,000.00	.00	59,000.00	1,405.35	.00	22,380.85	36,619.15	38	19,573.27
5502	Gas, oil, etc.	22,000.00	.00	22,000.00	495.34	.00	12,774.87	9,225.13	58	12,112.89
5505	Telephone	8,000.00	.00	8,000.00	265.49	.00	1,351.13	6,648.87	17	4,808.56
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	+++	.00
5507	Other utilities	2,550.00	.00	2,550.00	212.50	.00	1,062.50	1,487.50	42	637.50
<i>Utilities Totals</i>		\$91,550.00	\$0.00	\$91,550.00	\$2,378.68	\$0.00	\$37,569.35	\$53,980.65	41%	\$37,132.22
<i>Chargebacks</i>										
5600	Indirect cost	73,748.00	.00	73,748.00	6,145.67	.00	30,728.35	43,019.65	42	25,761.25
5601.100	Intra-county expense Information services	30,639.00	.00	30,639.00	2,381.39	.00	11,573.03	19,065.97	38	11,793.71

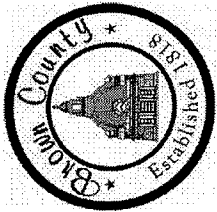


# Monthly Financial Report - Zoo

Through 05/31/11  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
<b>Fund 640 - New Zoo</b>									
<b>EXPENSE</b>									
<i>Chargebacks</i>									
5601.200	Intra-county expense Insurance	7,968.00	7,968.00	664.00	.00	3,320.00	4,648.00	42	2,201.69
5601.300	Intra-county expense Other departmental	16,476.00	16,476.00	2,208.19	.00	9,210.19	7,265.81	56	46,891.37
5601.400	Intra-county expense Copy center	.00	.00	.00	.00	.00	.00	+++	.00
5601.450	Intra-county expense Departmental copiers	.00	.00	.00	.00	.00	.00	+++	.00
<i>Chargebacks Totals</i>		\$128,831.00	\$128,831.00	\$11,399.25	\$0.00	\$54,831.57	\$73,999.43	43%	\$86,648.02
<i>Contracted services</i>									
5700	Contracted services	13,364.00	13,364.00	36.00	.00	392.35	12,971.65	3	1,884.90
5708	Professional services	135.00	135.00	.00	.00	.00	135.00	0	.00
<i>Contracted services Totals</i>		\$13,499.00	\$13,499.00	\$36.00	\$0.00	\$392.35	\$13,106.65	3%	\$1,884.90
<i>Medical expenses</i>									
5761	Medical services	34,000.00	.00	.00	17.65	.00	(17.65)	+++	10,072.23
<i>Medical expenses Totals</i>		\$34,000.00	\$0.00	\$0.00	\$17.65	\$0.00	(\$17.65)	+++	\$10,072.23
<i>Other</i>									
5800	Grant Expenditures	.00	.00	.00	.00	.00	.00	+++	.00
5803	Donated Items	.00	.00	.00	.00	.00	.00	+++	.00
5840	Handicapped school	.00	.00	.00	.00	.00	.00	+++	.00
<i>Other Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Debt retirement</i>									
5902	Interest expense	31,551.00	31,551.00	15,775.62	.00	15,775.62	15,775.38	50	10,789.69
5903	Debt issue expense	.00	.00	.00	.00	.00	.00	+++	.00
<i>Debt retirement Totals</i>		\$31,551.00	\$31,551.00	\$15,775.62	\$0.00	\$15,775.62	\$15,775.38	50%	\$10,789.69
<i>Depreciation</i>									
6000.005	Depreciation Land improvements	1,285.00	1,285.00	107.07	.00	535.35	749.65	42	535.35
6000.010	Depreciation Buildings	140,436.00	140,436.00	10,912.70	.00	54,574.22	85,861.78	39	55,381.41
6000.020	Depreciation Equipment	63,111.00	63,111.00	5,456.30	.00	26,751.49	36,359.51	42	27,330.73
6000.030	Depreciation Infrastructure	764.00	764.00	63.69	.00	318.45	445.55	42	318.45
6000.040	Depreciation Zoo animals	4,954.00	4,954.00	329.53	.00	1,647.65	3,306.35	33	2,064.35
<i>Depreciation Totals</i>		\$210,550.00	\$210,550.00	\$16,869.29	\$0.00	\$83,827.16	\$126,722.84	40%	\$85,630.29
<i>Outlay</i>									
6110	Outlay	11,500.00	11,500.00	.00	.00	.00	11,500.00	0	.00
6110.900	Outlay Contra	(11,500.00)	(11,500.00)	.00	.00	.00	(11,500.00)	0	.00
6190	Disposition of fixed assets	.00	.00	.00	.00	.00	.00	+++	509.18

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# Monthly Financial Report - Zoo

Through 05/31/11  
Prior Fiscal Year Activity Included  
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 640 - New Zoo										
EXPENSE										
6190.040	Disposition of fixed assets Animals	.00	.00	.00	.00	.00	.00	.00	+++	.00
	Outlay Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$509.18
9003	Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	429.19
	Transfer out Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$429.19
	EXPENSE TOTALS	\$1,914,694.00	\$0.00	\$1,914,694.00	\$170,617.01	\$3,683.33	\$705,759.89	\$1,205,250.78	37%	\$754,447.67
Fund 640 - New Zoo	Totals									
	REVENUE TOTALS	2,932,700.00	.00	2,932,700.00	228,880.39	.00	381,158.89	2,551,541.11	13	529,440.55
	EXPENSE TOTALS	1,914,694.00	.00	1,914,694.00	170,617.01	3,683.33	705,759.89	1,205,250.78	37	754,447.67
Fund 640 - New Zoo	Totals	\$1,018,006.00	\$0.00	\$1,018,006.00	\$58,263.38	(\$3,683.33)	(\$324,601.00)	\$1,346,290.33		(\$225,007.12)
	Grand Totals									
	REVENUE TOTALS	2,932,700.00	.00	.00	228,880.39	.00	381,158.89	2,551,541.11	13	529,440.55
	EXPENSE TOTALS	1,914,694.00	.00	1,914,694.00	170,617.01	3,683.33	705,759.89	1,205,250.78	37	754,447.67
	Grand Totals	\$1,018,006.00	\$0.00	(\$1,914,694.00)	\$58,263.38	(\$3,683.33)	(\$324,601.00)	\$1,346,290.33		(\$225,007.12)

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	\$1590
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5307.400	Restricted Grounds	\$1590
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			


**Narrative Justification:**

Restricted donations received from Volunteer Landscapers plant sale to be used toward expenses associated the purchase of plants/annuals for use on zoo grounds.

## AUTHORIZATIONS

  
 Signature of Department Head

Department: NEW Zoo  
 Date: 5-19-11

  
 Signature of Executive  
 Date: 5/27/11

5/24/11

## BUDGET ADJUSTMENT REQUEST


<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification. <input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Executive  County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments. <input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Executive  County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

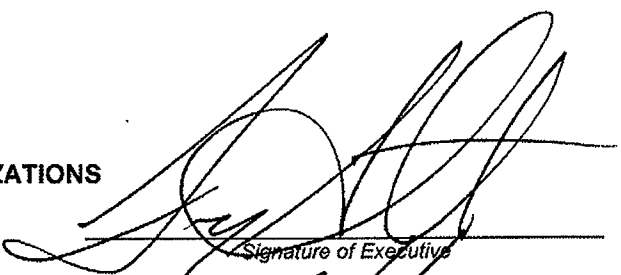
Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.4901	Restricted Donations Revenue	\$163
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.5300	Restricted Supplies	\$163
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**Narrative Justification:**

Restricted donation received to be used toward expenses associated the purchase of memorial landscaping materials.

**AUTHORIZATIONS**

  
 Signature of Department Head  
 Department: NEW Zoo  
 Date: 6-2-11

  
 Signature of Executive  
 Date: 6/3/11

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6/3/11

## BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2	<input type="checkbox"/> a. Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
	<input type="checkbox"/> b. Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3	<input type="checkbox"/> a. Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
	<input type="checkbox"/> b. Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input checked="" type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	640.057.001.5708	Professional Services	\$20,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Fund Balance	\$10,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	640.057.001.9004	Transfer In - Intra-fund	\$10,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	641.057.001.9005	Transfer Out - Intra-fund	\$10,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	641.057.001.5307.400	Repairs and Maint - Grounds	\$10,000

## Narrative Justification:

The budget adjustment is to transfer funds to the professional services line to have an organizational analysis of the NEW Zoo completed. The analysis will identify recommendations for an ideal governance model that addresses the Zoo's future growth and development. The analysis will provide a management tool that enables the Zoo (Brown County and the NEW Zoological Society) to build on past successes, fulfill its vision, and position itself for future opportunities. A portion of the proceeds for this study will come from the Meyers Donation Fund and the remaining amount will come from the Zoo's fund balance.

## AUTHORIZATIONS

  
Signature of Department Head

  
Signature of Executive

Department: NEW ZOO

Date: \_\_\_\_\_

Date: 6-7-11

## ZOO MONTHLY ACTIVITY REPORT

### For June 2011

1. Operations Report
2. Education/Volunteer Programs Report
3. Curator Report (handout)
4. Maintenance Supervisor Report
5. Zoo Director Report

FOX 11 programs weekly

Attended Zoo Society Building subcommittee meetings

Tortoise Exhibit Grand opening held on June 24th

Capstone project presentation held attended on June 21<sup>st</sup> at Neville Museum

Education Building site prep began and new well drilled for the building

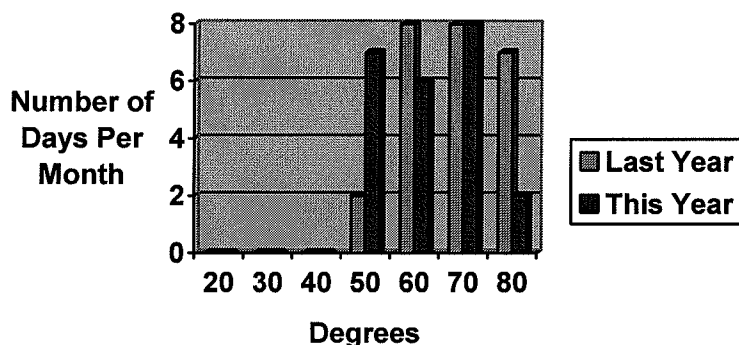
Attended Zoo Society meeting on 5-20-11

## Operations Report: JUNE 1-27/JULY 2011

### Noteworthy:

- **Average temperature** recorded at Zoo from June 1-27 2010 = 62°  
7 days in 80°'s, 8 day 70°'s, 8 days 60°'s, 2 days 50°'s
- **Average temperature** recorded at Zoo from June 1-27 2011 = 57°  
2 days in 80°'s, 8 days 70°'s, 6 days 60°'s, 7 days 50°'s

### JUNE Temperature Comparison



- Lowest temperature from June 1-27<sup>th</sup> 2010: 54°
- Lowest temperature from May 1-27<sup>th</sup> 2011: 50°

### June

- Hosted the 3rd annual Oneida Gold Club Members Casino Night. Event was a huge success and more than double the visitors (253) were in attendance this year.
- Extended Wild Wednesday hours began Wednesday, June 1<sup>st</sup>-admission is free from 6pm-8pm
- Hosted Thrivent Financial Group on Friday, June 17<sup>th</sup> and catered for 387 attendees. A 40'x 60' white event tent was purchased thru Rogan's Shoes with a restricted donation received from Thrivent in the amount of \$1500. This tent can be rented in conjunction with the special events area and will be a wonderful addition to our catering endeavors.
- Hosted Father's Day at the NEW Zoo on June 19<sup>th</sup>. All fathers/grandfathers received free admission and 760 visitors attended despite the weather.
- Fox11 Family 'Shell'-abration Day was held on Saturday, June 25<sup>th</sup>. Admission was reduced to \$2/person or \$5/family and 4547 visitors attended. The 'Shell'-abration weekend wrapped up on Sunday with Tortoise cheesecake and Turtle Sundaes being served in the Mayan Restaurant-2732 visitors attended. The weekend resulted in record revenue numbers for Mayan food sales.

### July

- The NEW Zoo is pleased to announce their participation with Fire Over the Fox on Monday, July 4<sup>th</sup>. The Zoomobile will be located on the bridge and sales will include LED items, plush, apparel and family passes. The Education Department will be featured (Zoo To You) in 3 performances on the children's stage and a concessions area will be located nearby where sales will include cotton candy on LED sticks, nachos, popcorn, sippers and Australian Airbrush tattoos.
- We will host our annual NEW Zoo Palooza event on Saturday, July 30<sup>th</sup>
- Pursuing sponsorships for our color brochure as well as a new wrap for the Zoomobile



**NEW ZOO**  
**ADMISSIONS REVENUE ATTENDANCE**  
**2011 REPORT**  
**2009, 2010, 2011**

**ATTENDANCE**

MONTH	2009	2010	2011
January	806	834	592
February	2,524	1,649	1,240
March	6,941	11,754	4,112
April	22,456	29,292	16,835
May	42,282	38,070	34,741
June	53,597	41,647	
July	56,199	39,142	
August	42,035	42,345	
September	21,738	17,938	
October	14,165	27,836	
November	6,020	2,571	
December	1,292	1,266	
<b>TOTAL</b>	<b>270,055</b>	<b>254,344</b>	<b>57,520</b>

-24079.00  
to date

**ADMISSION & DONATIONS**

MONTH	2009		2010		2011	
	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN
January	1,773.00	1,042.55	1,532.00	590.80	1,239.00	389.55
February	5,824.00	600.36	3,714.10	41.00	2,506.00	429.78
March	15,750.25	281.06	27,371.74	184.00	9,465.00	83.95
April	39,286.50	718.31	57,448.67	931.97	33,618.40	-
May	123,197.16	755.50	118,802.99	427.56	100,768.40	515.18
June	117,308.93	845.03	112,869.92	385.04		
July	151,684.20	1,337.71	115,654.19	483.99		
August	123,188.80	1,302.09	129,290.88	476.65		
September	64,341.99	968.33	50,826.50	657.88		
October	12,455.25	128.60	30,099.13	131.50		
November	14,183.50	519.69	6,103.00	251.00		
December	3,449.00	2,859.00	3,380.28	1,552.00		
<b>TOTAL</b>	<b>\$672,442.58</b>	<b>\$11,358.23</b>	<b>\$657,093.40</b>	<b>\$6,113.39</b>	<b>\$147,596.80</b>	<b>\$1,418.46</b>
						(61272.70)
						\$2.46
						\$2.67
						\$2.43
						\$2.26

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# Attendance Numbers May 2011

Weekday	Date	Total	Members	Free	% Members	% Free
Sun	1	697	135	48	19.37%	6.89%
Mon	2	112	33	16	29.46%	14.29%
Tue	3	236	15	10	6.36%	4.24%
Wed	4	740	101	328	13.65%	44.32%
Thu	5	330	35	20	10.61%	6.06%
Fri	6	486	125	56	25.72%	11.52%
Sat	7	1208	149	108	12.33%	8.94%
Sun	8	6135	481	3290	7.84%	53.63%
Mon	9	372	55	30	14.78%	8.06%
Tue	10	687	101	43	14.70%	6.26%
Wed	11	312	45	67	14.42%	21.47%
Thu	12	520	65	133	12.50%	25.58%
Fri	13	760	36	89	4.74%	11.71%
Sat	14	302	24	12	7.95%	3.97%
Sun	15	982	160	65	16.29%	6.62%
Mon	16	508	48	201	9.45%	39.57%
Tue	17	737	99	67	13.43%	9.09%
Wed	18	628	33	227	5.25%	36.15%
Thu	19	740	79	45	10.68%	6.08%
Fri	20	1732	140	247	8.08%	14.26%
Sat	21	1167	212	154	18.17%	13.20%
Sun	22	1496	141	161	9.43%	10.76%
Mon	23	1025	67	132	6.54%	12.88%
Tue	24	932	80	52	8.58%	5.58%
Wed	25	612	24	31	3.92%	5.07%
Thu	26	1184	79	64	6.67%	5.41%
Fri	27	2243	97	457	4.32%	20.37%
Sat	28	1892	131	199	6.92%	10.52%
Sun	29	1962	69	289	3.52%	14.73%
Mon	30	2777	179	282	6.45%	10.15%
Tue	31	1227	93	44	7.58%	3.59%
Totals		28,775	2,790	6,352	9.70%	22.07%

Total Paid                      19,633                      68.23%

**NEW ZOO  
GIFT SHOP, MAYAN  
ZOO PASS REVENUE**

**2011 REPORT  
2009, 2010, 2011**

					2009	2010	2011
					PER	PER	PER
Paws & Claws					CAP	CAP	CAP
Gift Shop	2009	2010	2011	(-)/(+)			
January	\$ 830.17	\$ 1,100.43	\$ 850.64	\$ (249.79)	\$1.03	\$ 1.32	1.44
February	\$ 2,830.32	\$ 1,733.75	\$ 1,813.73	\$ 79.98	\$1.12	\$1.05	1.46
March	\$ 5,913.59	\$ 10,694.13	\$ 4,436.34	\$ (6,257.79)	\$0.87	\$ 0.91	1.08
April	\$ 15,107.46	\$ 25,606.74	\$ 12,644.60	\$ (12,962.14)	\$0.67	\$ 0.87	0.75
May	\$ 36,771.02	\$ 41,462.02	\$ 36,626.74	\$ (4,835.28)	\$0.87	\$ 1.09	1.05
June	\$44,494.48	\$45,906.57			\$0.83	\$ 1.10	
July	\$ 49,436.74	\$ 44,312.40			\$0.89	\$ 1.13	
August	\$ 41,274.65	\$ 48,932.87			\$0.98	\$ 1.16	
September	\$ 16,858.13	\$ 16,193.99			\$0.78	\$ 0.90	
October	\$ 13,326.57	\$ 17,078.70			\$0.94	\$ 0.61	
November	\$ 4,147.86	\$ 2,444.98			\$0.69	\$ 0.97	
December	\$1,708.66	\$1,847.89			\$1.32	\$ 1.46	
<b>TOTAL</b>	<b>\$ 232,699.65</b>	<b>\$ 257,314.47</b>	<b>\$ 56,372.05</b>	<b>\$ (24,225.02)</b>	<b>\$ 0.92</b>	<b>\$ 1.05</b>	<b>\$ 1.16</b>

					2009	2010	2011
					PER	PER	PER
Mayan					CAP	CAP	CAP
Taste of Tropic	2009	2010	2011	(-)/(+)			
January	\$ 589.33	\$ 1,702.25	\$ 974.96	\$ (727.29)	\$0.73	\$2.04	\$1.65
February	\$ 1,773.79	\$ 2,542.97	\$ 1,677.23	\$ (865.74)	\$0.70	\$1.54	\$1.35
March	\$ 4,509.88	\$ 13,071.01	\$ 4,831.74	\$ (8,239.27)	\$0.66	\$1.11	\$1.18
April	\$ 13,320.22	\$ 22,461.64	\$ 13,908.56	\$ (8,553.08)	\$0.59	\$0.77	\$0.83
May	\$ 32,991.35	\$ 40,170.65	\$ 33,326.69	\$ (6,843.96)	\$0.78	\$1.06	\$0.96
June	\$38,201.67	\$44,864.86			\$0.71	\$1.08	
July	\$ 44,643.82	\$ 48,815.59			\$0.79	\$1.25	
August	\$ 41,662.95	\$ 52,917.17			\$0.99	\$1.25	
September	\$ 16,925.85	\$ 19,543.36			\$0.78	\$1.09	
October	\$ 12,192.65	\$ 22,334.07			\$0.86	\$0.80	
November	\$ 4,135.12	\$ 2,874.40			\$0.69	\$1.12	
December	\$ 1,960.99	\$ 1,797.83			\$1.52	\$1.42	
<b>TOTAL</b>	<b>\$ 212,907.62</b>	<b>\$ 273,095.80</b>	<b>\$ 54,719.18</b>	<b>\$ (25,229.34)</b>	<b>\$0.82</b>	<b>\$ 1.21</b>	<b>\$1.19</b>

<b>ZOO PASS</b>							
MONTH	2009	2010	2011	(-)/(+)	NEW	RENEWAL	TOTAL
January	\$ 1,827.00	\$2,317.00	\$1,385.00	\$ (932.00)	7	17	24
February	\$ 3,977.00	\$ 3,177.00	\$ 2,485.00	\$ (692.00)	14	27	41
March	\$ 12,073.00	\$17,882.00	\$8,042.00	\$ (9,840.00)	40	87	127
April	\$ 20,447.00	\$ 24,530.00	\$ 21,614.00	\$ (2,916.00)	130	213	343
May	\$ 32,600.00	\$ 28,047.00	\$ 24,232.00	\$ (3,815.00)	117	271	388
June	\$23,237.00	\$25,770.00					
July	\$ 20,025.00	\$ 18,033.00					
August	\$ 12,308.00	\$ 14,188.00					
September	\$ 7,278.00	\$ 6,816.00					
October	\$ 2,739.00	\$ 5,581.00					
November	\$ 3,944.00	\$ 4,494.00					
December	\$ 8,273.00	\$ 8,660.00					
<b>TOTAL</b>	<b>\$ 148,728.00</b>	<b>\$ 159,495.00</b>	<b>\$ 57,758.00</b>	<b>\$ (18,195.00)</b>	<b>308</b>	<b>615</b>	<b>923</b>

# Gift Shop, Mayan and Admissions Revenue

## May 2011

Day	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Adopt/zoo	Donation	Cons. Fund	Misc	Special Event	Attend.	Temp/W
Sun	1	813.12	830.78	2,049.00	661.61	553.00	25.00	-	-	1.90	-	697	48,1,2
Mon	2	153.32	114.15	277.00	98.58	708.00	-	157.06	10.00	1.90	50.00	112	48,2
Tue	3	278.71	132.70	466.00	145.97	195.00	100.00	-	-	-	-	236	46
Wed	4	310.80	703.62	1,262.00	565.64	815.00	67.00	-	-	5.69	-	740	57,1
Thu	5	490.52	186.18	1,054.00	244.03	297.00	40.00	-	-	3.79	-	330	52,1,2,3
Fri	6	622.12	414.62	1,266.75	542.18	963.00	303.00	-	-	1.90	-	486	60,1
Sat	7	1,085.04	1,500.26	4,165.15	1,129.86	827.00	30.00	-	-	15.17	212.00	1208	50,1
Sun	8	3,889.32	4,979.41	10,231.00	2,007.58	2,172.00	-	-	0.75	26.54	-	6135	66,1
Mon	9	314.78	350.64	1,279.00	409.72	706.00	590.00	70.64	-	1.90	-	372	61,2,3
Tue	10	882.14	337.44	2,079.00	904.18	374.00	-	-	-	9.48	-	687	57,2
Wed	11	299.04	347.87	807.25	163.51	305.00	494.00	-	-	1.90	-	312	60,2,3
Thu	12	280.25	297.69	1,613.00	224.17	315.00	300.00	71.00	-	5.69	-	520	72,1,3
Fri	13	1,827.54	517.08	2,456.00	701.66	439.00	-	-	5.00	1.90	-	760	55,2
Sat	14	767.00	339.48	1,052.00	1,228.67	118.00	122.00	-	-	1.90	150.00	302	48,2,3
Sun	15	1,166.27	893.02	3,023.00	1,104.27	633.00	-	14.00	-	1.90	-	982	48,1
Mon	16	402.67	340.96	1,780.00	747.87	630.00	-	-	-	3.79	-	508	60,1
Tue	17	452.75	763.91	2,316.00	591.47	1,279.00	-	-	5.00	7.58	-	737	48,1
Wed	18	367.91	166.85	1,374.00	344.64	1,491.00	-	-	2.00	-	-	628	49,1,3
Thu	19	1,153.55	498.15	2,399.00	385.07	954.00	-	-	8.00	5.69	-	740	57,1
Fri	20	2,504.14	1,802.22	5,417.00	1,961.04	1,830.00	418.00	49.50	-	15.17	-	1732	72,1
Sat	21	1,425.05	1,582.82	3,385.00	1,567.54	956.00	100.00	-	9.99	3.79	50.00	1167	68,1,3
Sun	22	1,345.36	2,006.43	5,462.00	1,302.42	571.00	362.00	-	13.00	11.37	-	1496	72,1,3
Mon	23	601.92	601.69	3,201.00	322.27	1,192.00	216.00	-	-	11.37	-	1025	70,1,2,3
Tue	24	1,874.17	704.10	3,101.00	519.67	251.00	293.00	-	-	5.69	50.00	932	53,1,2
Wed	25	1,543.00	469.56	2,073.00	1,223.22	546.00	-	114.48	44.85	1.90	-	612	50,2,3
Thu	26	1,896.72	693.28	4,120.00	1,129.77	507.00	-	2.50	25.00	3.79	-	1184	43,1,2
Fri	27	1,759.18	1,797.93	6,533.00	998.58	1,462.00	-	24.00	-	3.79	6.00	2243	52,1
Sat	28	2,192.07	2,714.29	6,392.50	1,869.19	1,055.00	-	-	8.25	22.75	-	1892	62,1
Sun	29	1,784.17	2,389.12	6,457.00	1,803.79	741.00	-	-	-	18.96	-	1962	65,2
Mon	30	2,504.27	3,560.33	9,685.75	1,839.38	956.00	-	2.00	-	32.23	-	2777	83,1
Tue	31	1,639.84	1,290.11	3,992.00	2,129.31	374.00	-	10.00	0.25	3.79	-	1227	77,1
<b>Total</b>		<b>\$ 36,626.74</b>	<b>\$ 33,326.69</b>	<b>\$ 100,768.40</b>	<b>\$ 28,866.86</b>	<b>\$ 24,215.00</b>	<b>\$ 3,460.00</b>	<b>\$ 515.18</b>	<b>\$ 132.09</b>	<b>\$ 233.22</b>	<b>\$ 518.00</b>	<b>34,741</b>	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Total Attendance **34741**

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Weather Ke	1 = Sunny	2 = Overcast	3 = Rain	4 = Snow	Volunteers
Total Attendance					37854

## Volunteers

# Miscellaneous Revenue May 2011

Day	Date	Penny	Animal Feed	Giraffe	Soda	Carrousel	Train	Wootsie	Telescope	Stroller	Conservation	Claw Mach
Sun	1	-	426.00	132.00	-	-	140.00	-	-	2.00	-	-
Mon	2	-	63.00	29.00	-	4.00	8.00	-	-	2.00	10.00	-
Tue	3	-	49.00	45.00	-	2.00	8.00	-	-	-	-	-
Wed	4	-	340.00	134.75	-	-	122.00	-	-	6.00	-	-
Thu	5	-	56.00	147.45	-	-	54.00	-	-	4.00	-	-
Fri	6	-	279.00	224.00	-	-	69.00	-	-	2.00	-	-
Sat	7	-	614.00	273.00	-	12.00	293.00	-	-	16.00	-	-
Sun	8	-	845.00	858.00	-	212.00	203.00	-	-	28.00	0.75	-
Mon	9	108.50	128.00	95.00	77.75	-	23.00	-	-	2.00	-	-
Tue	10	-	517.61	231.00	-	-	61.00	64.00	80.30	10.00	-	-
Wed	11	-	73.00	99.50	-	-	-	-	-	2.00	-	-
Thu	12	-	78.00	158.50	-	-	-	-	-	6.00	-	-
Fri	13	-	221.00	361.25	-	-	158.00	-	-	2.00	5.00	-
Sat	14	-	167.00	127.00	1,002.25	-	-	-	-	2.00	-	-
Sun	15	-	495.00	377.00	-	115.00	178.00	-	-	2.00	-	-
Mon	16	-	153.00	151.00	-	66.00	3.00	-	-	4.00	-	-
Tue	17	-	200.00	239.00	-	59.00	62.00	-	-	8.00	5.00	-
Wed	18	-	65.00	284.60	-	-	14.00	-	-	-	2.00	-
Thu	19	-	142.00	211.25	-	53.00	-	-	-	6.00	8.00	-
Fri	20	131.00	865.90	493.00	-	265.00	314.00	-	-	16.00	-	-
Sat	21	-	354.00	306.00	535.50	191.00	166.00	50.25	51.00	4.00	9.99	-
Sun	22	-	481.00	456.05	-	127.00	310.00	-	-	12.00	13.00	-
Mon	23	-	249.00	-	-	91.00	-	-	-	12.00	-	-
Tue	24	-	129.00	278.25	-	141.00	-	-	-	6.00	-	-
Wed	25	87.00	102.00	155.00	543.60	77.00	-	-	-	2.00	44.85	-
Thu	26	-	587.91	423.00	-	150.00	31.00	-	-	4.00	25.00	-
Fri	27	-	279.00	373.50	-	202.00	199.00	-	-	4.00	-	-
Sat	28	-	785.00	615.00	-	235.00	337.00	-	-	24.00	8.25	-
Sun	29	-	670.00	614.00	-	262.00	357.00	-	-	20.00	-	-
Mon	30	-	565.00	564.55	-	380.00	431.00	-	-	34.00	0.25	-
Tue	31	-	546.77	312.00	1,384.65	3.00	-	-	-	4.00	5.00	-
Total		\$ 326.50	\$ 10,526.19	\$ 8,768.65	\$ 3,543.65	\$ 2,647.00	\$ 3,541.00	\$ 114.25	\$ 131.30	\$ 246.00	\$ 137.09	\$ -

# Miscellaneous Revenue June 2011

Day	Date	Penny	Animal Feed	Giraffe	Soda	Carousel	Train	Wootsie	Telescope	Stroller	Conservation	Claw Mach
Wed	1	-	269.00	530.00	-	196.04	9.00	-	-	2.00	-	-
Thu	2	-	115.00	369.00	-	105.00	114.00	-	-	2.00	1.00	-
Fri	3	-	588.21	495.65	-	210.00	265.00	-	-	16.00	10.24	-
Sat	4	-	446.00	469.00	-	247.00	396.00	-	-	26.00	5.00	-
Sun	5	294.50	561.00	393.00	1,295.65	155.00	284.00	205.75	166.51	14.00	-	-
Mon	6	-	233.00	358.55	-	126.00	-	-	-	2.00	-	-
Tue	7	-	118.00	134.50	-	56.00	55.00	-	-	10.00	8.00	-
Wed	8	79.00	434.35	167.00	564.00	17.00	52.00	24.50	27.32	4.00	-	71.75
Thu	9	-	265.00	320.50	-	104.00	116.00	-	-	48.00	3.00	-
Fri	10	-	74.00	112.90	-	-	-	-	-	-	16.00	-
Sat	11	32.50	881.00	520.00	143.00	220.00	374.00	9.50	10.75	12.00	10.00	-
Sun	12	-	694.81	523.50	-	262.00	398.00	-	-	24.00	6.00	-
Mon	13	-	324.00	376.00	-	128.00	60.00	-	-	18.00	-	511.00
Tue	14	-	195.00	390.00	-	101.00	286.00	-	-	18.00	7.00	-
Wed	15	94.00	188.60	76.00	846.25	8.00	91.00	53.50	40.25	-	55.00	123.25
Thu	16	-	-	241.00	-	66.00	105.00	-	-	2.00	15.00	-
Fri	17	-	444.00	628.00	-	309.00	391.00	-	-	22.00	8.00	-
Sat	18	-	245.02	567.50	265.55	233.00	346.00	15.25	18.11	8.00	5.00	-
Sun	19	62.00	347.60	202.50	248.25	16.00	41.00	15.00	-	4.00	-	-
Mon	20	-	398.00	139.50	-	93.00	178.00	-	-	8.00	5.00	-
Tue	21	-	39.00	65.00	-	13.00	43.00	-	-	-	3.00	-
Wed	22	-	120.00	172.75	120.20	122.00	111.00	41.61	18.66	12.00	101.55	-
Thu	23	-	72.00	22.00	-	-	-	-	-	4.00	-	-
Fri	24	-	682.40	463.25	-	213.00	252.00	-	-	8.00	5.50	-
Sat	25	-	1,257.00	857.00	-	465.00	751.00	-	-	20.00	47.00	-
Sun	26	-	755.00	520.00	-	246.00	342.00	-	-	16.00	-	-
Mon	27	-	-	-	-	-	-	-	-	-	-	-
Tue	28	-	-	-	-	-	-	-	-	-	-	-
Wed	29	-	-	-	-	-	-	-	-	-	-	-
Thu	30	-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
Total		\$ 562.00	\$ 9,746.99	\$ 9,114.10	\$ 3,482.90	\$ 3,711.04	\$ 5,060.00	\$ 365.11	\$ 281.60	\$ 300.00	\$ 311.29	\$ 706.00

## NEW ZOO

# Brown County

4418 REFORESTATION ROAD  
GREEN BAY, WISCONSIN 54313

PHONE (920) 434-7841 ext. 2405  
E-MAIL KAWSKI\_AJ@CO.BROWN.WI.US



ANGELA KAWSKI

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

## NORTHEASTERN WISCONSIN ZOO EDUCATION AND VOLUNTEER PROGRAMS REPORT MAY 2011

### Volunteer Hours

2011 Hours	Opportunity	2010
2	Animal Presentation	
60	Contact Station	
29.25	Education Program	6
225.75	Giraffe Stand	208.75
225	Horticulture	287.75
93.75	Husbandry	24.5
32.5	Mayan Restaurant	108
34	Office Help	22
23.75	Special Events	47
91	Special Projects	132
48.25	Visitor Center	32
	Zoo Watch	3.75
865.25	Total Hours	871.75

### Internship Hours

Intern A 107

Intern B 17

Intern C 22

Intern D 15.5

Intern E 37.5

**Total Hours = 199 hours**

### Off-Site Programs (Zoomobiles)

May 4<sup>th</sup> – Wrightstown Elm -- \$200

May 9<sup>th</sup> – Sheboygan Falls Nursing Home -- \$205

May 13<sup>th</sup> – Mayflower Nursery School -- \$150

**Total = \$ 355**

### On-Site Programs

May 4<sup>th</sup> – Zoo Tour \$40

May 11<sup>th</sup> – Zoo Class \$78

May 14<sup>th</sup> – Wild Encounter \$200

May 20 – Zoo Classes \$90 + \$220

May 27 – Zoo Tour \$30

May 31 – Zoo Class \$200

May 5<sup>th</sup> – Zoo Tour \$25

May 11<sup>th</sup> – Zoo Class \$55

May 14 – Zoo Tour \$100

May 24 – Zoo Classes \$210 + \$64

May 27 – Zoo Class \$24

May 6<sup>th</sup> – Mother's Day Snooze 11 participants (\$550 approximately)

May 6<sup>th</sup> – Zoo Tour \$32

May 14<sup>th</sup> – Birthday \$20

May 23 – Zoo Class \$160

May 27 – Zoo Tour \$30

May 31 – Zoo Class \$240

**Total = \$ 2300 approximately (vs. last year approx. \$600)**

### Miscellaneous/Things to Mention

- First Mother's Day Zoo Snooze a small success; 11 participants who seemed to really enjoy themselves
- Plant sale held the weekend after mother's day, May 14<sup>th</sup>
- Adoption Family Reunion held on May 21<sup>st</sup>; small turn-out but the tours were successful and received positive feedback
- Meeting of NEW Zoo Learning Advisory Council held on May 25<sup>th</sup>; made progress with discussing types of programs desired by members of the public; next meeting to be held in June
- Summer Interns started for the season; currently have five working in the Education Department
- Contact Station opened Memorial Day weekend



**NEW ZOO:**

**Maintenance Supervisor Report-06-27-2011:**

**Hank Cleere**

**Exhibit & Equipment Start-Ups:** All Animal Exhibits and Equipment that were previously shut down for the winter are now fully operational which includes the Train, Carrousel, and Penguin Exhibit, lower Otter Pond & Waterfall, out-door Giraffe Area and Waddle Crane ponds.

**Giraffe Exhibit HVAC System Modification:** Zeise Construction along with Sinkler Heating completed the modification to the central exhaust system to provide improved air quality to the giraffe night stall and building. Part of this work was to be previously included in their original contracted work which resulted in minimal costs to the Zoo; the air quality has now significantly improved throughout the entire building.

**Tortoise Exhibit:** The exhibit is now complete with the exception of some minor landscape restoration due to the extensive rainfall we have had over the past 2 weeks. Work completed by Zoo Maintenance Staff and volunteers included the following-General Site clean-up, Rough and finish grading of the exhibit site along with adjacent new playground area, wood chip mulch, sand and sod landscaping, large rock scape, interior and exterior site fencing, misc. carpentry-rooftop HVAC screen, asphalt patching, planter brick work and plant & shrub placement. All work was complete within a 2 week time frame once the General Construction was complete for the "Shell" and Support Building. The majority of work was executed in inclement weather with the extensive rain. The official Grand Opening took place Friday June 24, 2011.

A special thanks to Neil Anderson, Maintenance and Zoo Staff and all the volunteers that assisted with the landscaping and the parks department for use of their equipment.

**General Site Cleaning & Landscaping:** Planting of flowers is complete with staff and volunteers, weekly mowing of public areas and animal exhibit grounds ongoing.

**General Repair Projects:** Penguin Exhaust fan-replace with the existing fan system from the fuel vapor recovery station that is no longer in use—significant cost savings!-(\$1,500.00), Gator Pond Filtration system and heater, miscellaneous repairs to the older utility vehicles-Brakes, Starter, alternator.

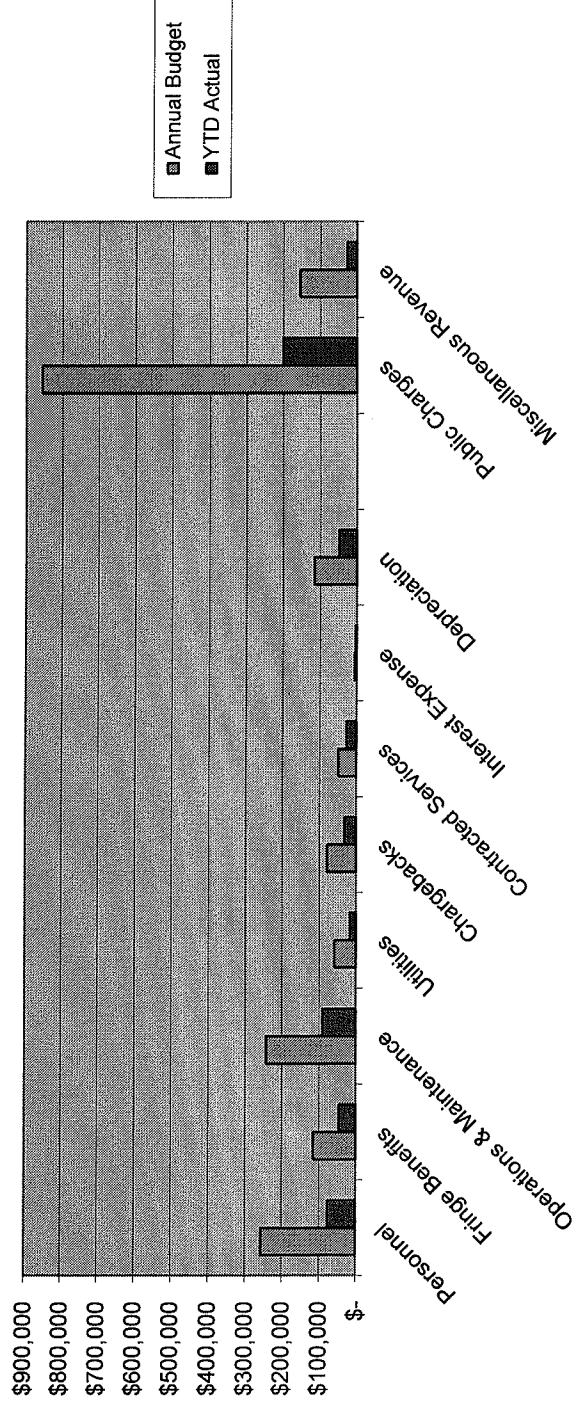
Brown County  
Golf Course  
Budget Status Report  
5/31/2011

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 257,217	\$ 77,264	30%
Fringe Benefits	\$ 115,924	\$ 45,928	40%
Operations & Maintenance	\$ 243,525	\$ 91,076	37%
Utilities	\$ 58,452	\$ 16,684	29%
Chargebacks	\$ 78,916	\$ 31,811	40%
Contracted Services	\$ 49,742	\$ 27,184	55%
Interest Expense	\$ 6,156	\$ 3,255	53%
Depreciation	\$ 115,757	\$ 49,115	42%
Public Charges	\$ 856,000	\$ 201,365	24%
Miscellaneous Revenue	\$ 155,501	\$ 27,183	17%

**HIGHLIGHTS:**

Expenses are well within budgeted amounts.  
The golf course is a seasonal operation that runs from April to November.  
The Golf Course is an Enterprise Fund that returns \$62,060 to the general fund.

## Golf Course Budget Analysis May 31, 2011



**GOLF COURSE FINANCIAL STATISTICS  
AS OF JUNE 19, 2011**



**GOLF COURSE REVENUE:**

	<b>TOTAL PLAYERS</b>	<b>TOTAL REVENUE</b>
2011 YTD	8,192	161,740.50
2010 YTD	13,020	228,341.00 *
2009 YTD	11,437	231,743.10 *

**PASSES PURCHASED:**

		<b>PASSES SOLD</b>	<b>TOTAL REVENUE</b>	
ADULTS	1,300	57	74,100.00	
HUSBAND AND WIFE	2,300	2	4,600.00	
SR CITIZEN (62+)	1,174	28	32,872.00	
SR HUSBAND AND WIFE	2,073	1	2,073.00	
ADULT 18-22	675	3	2,025.00	
LIMITED JUNIOR	330	14	4,620.00	
RESTRICTED ADULT (1A)	675	3	2,025.00	
RESTRICTED SENIOR (1S)	575	0	0.00	
RESTRICTED FAMILY (1F)	1,000	1	1,000.00	
RESTRICTED OTHER (2)	475	0	0.00	
LIMITED JUNIOR (from 2010)	300	1	300.00	
FREE ADULT PASS (1,250)		0	0.00	
<b>TOTAL PASSES</b>		<u>110</u>	<u>123,615.00</u>	
REFUNDED PASSES			0.00	
REVENUE FROM GC & DUPLICATE PASSES			1,551.00	
REVENUE FROM DAILY PLAY			161,740.50	<b>2010 YTD</b>
<b>TOTAL REVENUE RECEIVED</b>			<u>286,906.50</u>	<b>356,096.00 *</b>

**PRO-SHOP SHARED REVENUE (CARTS):**

	<b>COUNTY SHARE</b>
2011 YTD	10,475.40
2010 YTD	17,349.75 *
2009 YTD	17,719.20 *

**SAFARI STEAKHOUSE SHARED REVENUE:**

	<b>COUNTY SHARE</b>
2011 YTD	41,364.14
2010 YTD	43,524.66 *
2009 YTD	47,040.11 *

\* Effective 4/09, YTD golf course and Safari Steakhouse comparison numbers for 2010 and 2009 were reported weekly, not daily. Because of this, the YTD comparison numbers from this point forward for 2010 and 2009 may include a variance of 1 to 3 days.

Brown County  
Library

Budget Status Report  
5/31/2011

	Annual Budget	YTD Actual
Property Taxes	\$ 6,588,239	\$ 2,745,100
Intergov't Revenue	\$ 355,012	\$ 84,027
Charges for sales and services	\$ 326,130	\$ 115,935
Intergov't charges for services	\$ -	\$ -
Miscellaneous Revenue	\$ 7,000	\$ 344
Rent	\$ 106,350	\$ 43,235
Contributions	\$ 34,183	\$ 1,000
Transfer In	\$ -	\$ -
Personnel services	\$ 3,154,940	\$ 1,255,175
Fringe benefits and taxes	\$ 1,538,733	\$ 603,697
Salaries reimbursement	\$ -	\$ -
Employee costs	\$ 1,530	\$ 473
Operations & Maintenance	\$ 1,947,417	\$ 616,419
Insurance Costs	\$ -	\$ -
Utilities	\$ 364,164	\$ 105,375
Chargebacks	\$ 817,024	\$ 315,581
Contracted services	\$ 127,838	\$ 47,871
Other	\$ -	\$ -
Outlay	\$ 64,927	\$ 22,500
Transfer Out	\$ -	\$ -

**HIGHLIGHTS:**

**Revenues:** Include a budget adjustment for the Photovoltaic project at WH in the amount of \$112,909.

**Expenses:** Include a budget adjustment for the Photovoltaic project at WH in the amount of \$112,909. Funds were carried over for building repair and maintenance projects and contracted services.

**Library - May 31, 2011**

